User Guide

Pantum M9106-M9706 Series

Digital Black-and-White Multifunction Printer

PANTUM

* It is recommended to carefully read this Guide before using the printer

Preface

Welcome to the Pantum Series products!
We heartily appreciate your using of Pantum Series products!
To protect your vital interests, please carefully read the following statements.
For more information, please visit our official website (www.pantum.com).

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Version:V2.1

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Using this product to copy, print, scan certain documents or images or make other forms of operations may be prohibited by the local laws. If you are uncertain about the legality of using this product for certain documents or images, you should consult your legal advisor in advance.
The product can be used safely in the tropical areas and the non- tropical areas at an altitude no higher than 3000 meters.

Safety Precautions

Disconnect the power supply

The product should be placed close to or easily accessible to power sockets, so as to allow easy disconnection of power supply!

Laser Safety

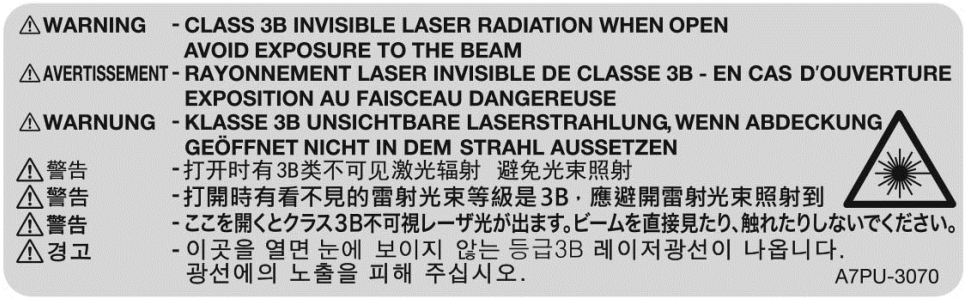
The laser radiation is harmful to the human body. Since laser components are completely sealed in the printer, laser radiation will not leak. To avoid laser radiation, please do not randomly disassemble the printer!

Caution – Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

The printer follows the provisions of Class 1 laser products under CFR standard.

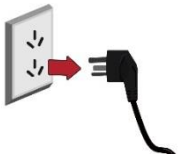
The printer has a Class 3B laser diode, which has no laser radiation leakage among laser components. The laser components shall complies with the requirements of: U.S. Code of Federal Regulations, 21 CFR 1040, IEC 60825-1.

The laser module inside this machine is labeled as follows:



Safety Warning

Please note the following safety warnings before using the printer:

Warning		
	There is high-voltage electrode inside the printer. Before cleaning the printer, make sure the power is turned off!	
	Plugging and unplugging the power cord plug with a wet hand can result in an electric shock.	
	The fuser unit is hot when and after printing. Touching the fuser unit (the shaded area as shown) may cause burns!	
	The fuser unit is attached with a high temperature warning label. Please do not remove or damage this label.	
	Such symbol represents it is an electrostatic sensitive component. Do not touch any area close to the symbols before touching the metal surface in an area away from the symbols.	

Safety Information

Conventions

Note: Note indicates the information that can help you.
Warning: Warnings indicate things that may damage printer's hardware or software.
CAUTION: A caution indicates a potentially hazardous situation that could injure you.
Different types of caution statements include:

 CAUTION - POTENTIAL INJURY: Indicates a risk of injury.

 CAUTION - SHOCK HAZARD: Indicates a risk of electrical shock.

 CAUTION - HOT SURFACE: Indicates a risk of burn if touched.

 CAUTION - TIPPING HAZARD: Indicates a crush hazard.

 CAUTION - PINCH HAZARD: Indicates a risk of being caught between moving parts.

 CAUTION - ROTATING FAN BLADES: Indicates a risk of being lacerated by moving fan blades.

Symbols used in this machine

 —Open

 —Shut

 —Standby, Power on and off

 —Grounding (protective terminal)

 —Grounding (protective grounding)

 —Functional grounding

 —Electrostatic discharge (ESD) sensitivity

Disclaimer

 CAUTION - POTENTIAL INJURY: To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

 CAUTION - POTENTIAL INJURY: To avoid the risk of fire or electrical shock, use only the power cord provided with this product or the manufacturer's authorized replacement.

 CAUTION - POTENTIAL INJURY: Do not use this product with extension cords, multioutlet power strips, multioutlet extenders, or UPS devices. The power capacity of these types of accessories can be easily overloaded by a laser printer and may result in a risk of fire, property damage, or poor printer performance.

 CAUTION - SHOCK HAZARD: To avoid the risk of electrical shock, do not place or use this product near water or wet locations.

 CAUTION - SHOCK HAZARD: To avoid the risk of electrical shock, do not set up this product or make any electrical or cabling connections during a lightning storm.

 CAUTION - POTENTIAL INJURY: Do not cut, twist, bind, crush, or place heavy objects on the power cord. Do not subject the power cord to abrasion or stress. Do not pinch the power cord between objects such as furniture and walls. If any of these things happen, it could result in a risk of fire or electrical shock. Inspect the power cord regularly for signs of such problems. Remove the power cord from the electrical outlet before inspecting it.

 CAUTION - SHOCK HAZARD: To avoid the risk of electrical shock, make sure that all external connections (such as Ethernet) are properly installed in their marked plug-in ports.

 CAUTION - SHOCK HAZARD: To avoid the risk of electrical shock, if you are accessing the controller board or installing optional hardware or memory devices after setting up the printer, turn the printer off, and unplug the power cord from the electrical outlet before continuing. If you have any other devices attached to the printer, turn them off as well, and unplug any cables going into the printer.

 CAUTION - SHOCK HAZARD: To avoid the risk of electrical shock when cleaning the exterior of the printer, unplug the power cord from the electrical outlet and disconnect all cables from the printer before proceeding.

 CAUTION - POTENTIAL INJURY: If the printer weighs more than 18 kg, then it requires two or more trained personnel to lift it safely.

 CAUTION - POTENTIAL INJURY: When moving the printer, follow these guidelines to avoid personal injury or printer damage:

• Make sure that all covers and trays are closed.

• Turn off the printer, and then unplug the power cord from the electrical outlet.

• Disconnect all cords and cables from the printer.
• If a separate floor-standing tray option or output option is installed on the printer, disconnect them before moving the printer.
• If the printer has casters on its base, then carefully move it to the new location. Use caution when passing over thresholds and breaks in flooring.
• If the printer does not have a caster base, but is equipped with either a tray option or an output option, remove the output option and lift the printer away from the tray. Do not try to lift the printer and any options at the same time.
• Always use the handholds on the printer to lift it.
• Any cart used to move the printer must have a surface able to support the full footprint of the printer.
• Any cart used to move a hardware option should have a surface that can support the size of the option.
• Keep the printer upright.
• Avoid violent vibrations when moving.
• Make sure that your fingers are not under the printer when you set it down.
• Make sure that there is adequate clearance around the printer.

CAUTION - ROLLOVER: Installing one or more options on your printer or digital multifunction printer may require a caster base, furniture, or other equipment to prevent instability and possible personal injury. For more information on supported equipment, please contact the distributor where you purchased the printer.

CAUTION - ROLLOVER: To reduce the risk of equipment instability, please load each tray separately. Keep all other trays closed until they shall be loaded.

CAUTION - HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury by a hot component, allow the surface to cool before touching it.

CAUTION - PINCH HAZARD: To avoid the risk of a pinch injury, use caution in areas marked with this label. Pinch injuries may occur around moving parts, such as gears, covers, trays, and covers.

CAUTION - ROTATING FAN BLADES: To avoid the risk of laceration from moving fan blades, turn off the printer and unplug the power cord from the electrical outlet before accessing areas marked with this symbol.

CAUTION - POTENTIAL INJURY: This product uses lasers. Use of controls or adjustments or performance of procedures other than those specified in the User's Guide may result in hazardous radiation exposure.

CAUTION - POTENTIAL INJURY: The lithium battery in this product is non-replaceable. Incorrect replacement of the lithium battery may cause explosion. Do not recharge, disassemble or burn the lithium batteries. Waste lithium batteries should be discarded according to the manufacturer's instructions and local regulations.

This product is designed, tested, and approved to meet strict global safety standards with the use of specific manufacturer’s components.The safety features of some parts may not always be obvious.The manufacturer is not responsible for any adverse consequences caused by using parts of other manufacturers.
For any matter related to service or repair other than described in the user's documentation, please consult the service representative.
This product uses a printing process that heats the print media, and the heat may cause the media to release emissions.Please read and understand the section in your operating instructions that discusses the guidelines for selecting print media properly to avoid the possibility of harmful emissions.
This product may produce a small amount of ozone during normal operation, and may be equipped with a filter designed to limit ozone concentrations to levels well below the recommended exposure limits.To avoid high ozone concentration levels during extensive usage, install this product in a well-ventilated area and replace the ozone and exhaust filters if instructed to do so in the product maintenance instructions.If there are no references to filters in the product maintenance instructions, then it is not required to replace the filter for this product.
Please keep these safety instructions.

Precautions

Precautions before Using the Printer:

1. Read and understand all instructions;
2. Familiarize yourself with the basic principles associated with operating electrical appliances;
3. Comply with all warnings and instructions marked on the equipment or specified in the manual supplied with the equipment;
4. If the operating instructions conflict with the safety information, please refer back to the safety information, as you may have misunderstood the operating instructions. If you cannot resolve the conflicts, please call the Customer Service Hotline or contact a service representative for help;
5. Before cleaning the equipment, remove the power cord from the AC power supply outlet. Do not use liquid or aerosol cleaners;
6. Please make sure that the equipment is put on a stable desktop surface to avoid serious damage caused by the falling of the equipment;
7. Do not put the equipment near a radiator, an air conditioner, or a ventilation pipe;
8. Do not put any articles on the power cord. Do not put the equipment at the place where its power cord could be stepped on by people;
9. Outlets and extension cords must not be overloaded. This may reduce performance and could result in fire or electric shock;
10. Do not allow pets to chew on the AC power cord or the computer interface cable;
11. Do not allow sharp objects piercing equipment slot, so as to avoid contact with the high-voltage device, which otherwise may result in fire or electric shock. Take care not to spill liquids onto the equipment;
12. Do not disassemble the equipment so as to avoid the risk of electric shock. Necessary repairs may only be carried out by professional maintenance personnel. Opening or removing the cover could result in an electric shock or other potential hazards. Incorrect disassembly and assembly could also result in an electric shock during future use;
13. If any one of the following occurs, disconnect the equipment from the computer and pull out the power cord from the AC wall socket and contact a qualified member of the service personnel for maintenance:

• Liquid has been spilled into the equipment.
• The equipment has been exposed to rain or water.
• The equipment falls, or the cover is damaged.
• Significant changes in the equipment’s performance.

14. Only adjust the control mentioned in the instructions. Incorrect adjustment of other controls may result in damage and mean that professional maintenance personnel need to spend more time fixing it;
15. Do not use the equipment in a thunderstorm so as to avoid the risk of an electric shock. If possible, pull out the AC power cord during a thunderstorm;
16. If you continuously print multiple pages, the surface of the tray will become very hot. Take care not to touch this surface, and keep children away from this surface;
17. The signal wire of the device connected with the printer can not be connected to the outdoors;
18. Please ensure timely ventilation in case of a prolonged use or printing huge amounts of documents in a poorly ventilated room;

19. In standby status, the product will automatically enter into the power saving (sleep) mode if it does not receive any job order for a while (such as 1 minute); and it can realize zero power consumption only if it has not been connected with any external input power supply;
20. As the Class 1 equipment, the product must be connected to the power supply outlet with protective grounding line when using;
21. This product should be placed according to the shipping marks on the product package box during delivery;
22. This product is a kind of low-voltage equipment. When using this product below the specified voltage range,please refer to the product precautions or call Pantum Aftersales Service Centre, if the toner comes off the printed contents, or the equipment starts slowly;
23. This product is sold as a complete machine. The consumers can go to Pantum Aftersales Service Centre to purchase parts they need. If the product sold is inconsistent with the package list, please go to the specified Aftersales Service Centre to solve the problem;
24. Install this product in a place with the temperature between 10℃ and 30℃ and the relative humidity between 15% and 85%;
25. For security and other reasons the printer may switch to intermittent printing after a certain amount of continuous printing;
26. Changes or modification not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.
27. The power consumption of the product with wireless function is 1.733W / without wireless function is 1.4W in networked standby if all wired network ports are connected and all wireless network ports are activated
28. To avoid the danger of fire or electric shock, please only use the power cord provided with this product or authorized replacements approved by the manufacturer.
29. The power cord provided with this product is intended for this product only. Do not use it with other devices as it may cause fire, electric shock, or other injuries.
30. Do not use flammable sprays or combustible solvents near or inside the machine. Additionally, do not place them near or inside the machine as it may cause fire or electric shock.
31. Please keep this User Guide properly.
32. Country of manufacturing：China

Legal Information



This symbol indicates that, at the end of your product's life, it must not be discarded as domestic waste. Instead, you should dispose of your used equipment at a designated collection point for the recycling of waste electrical and electronic equipment. Ref: EU Directive 2002/96/EC on Waste Electrical and Electronic Equipment (WEEE). Please contact your distributor / supplier for further information.



This product is suitable for indoor use only.

Table of Content

01Introduction to the printer 1
Product series introduction 1
Product View 2
Control Panel 6
Overview of control panel 6
Home screen 7
Touch screen button 9
02Paper and Print Media 10
Paper Specification 10
Non-printing Area and Non-scanning Area 12
Einlegen von Papier 12
Install paper tray 13
Install the multi-purpose paper feeder 15
Paper and Manuscript Use Process 17
Scanning With Tablet 17
Scan with the automatic document feeder (ADF) 19
03Driver installation and uninstallation 20
Driver Setup 20
One-click Installation 20
More setup methods 24
Uninstall Driver 26
Method to uninstall driver under Windows 26
04Wired network setup (applicable to wired network models) 27
Set IP Address 27
Automatic Setting 27
Manual Setting 27
05Web server 28
Visit the embedded Web server 28
IP address setup 29
Machine setup 29
Recover factory settings via Web server 30
06Print 31
Print Function 31
Print Settings 32
Setting the printing parameters 32

Automatic Two-Sided Printing 32
Print with page break 33
Skip Blank Pages 34
Binding function 35
Booklet printing 36
Secure Print 37
Open Help Document 38
Printing Mode 39
Cancel printing 39
07 Copying 40
Copying function 40
Copying method 40
Copying cancel 41
Common copying setting 41
Duplex copy 41
Image quality 42
Collated copy 42
Resizing 43
Multipage 43
Advanced portrait 44
Booklet copy 45
Watermark Copy 47
Copy with page break 47
ID copy setting 49
08 Scan 50
Scanning mode 50
Pantum Scan Application 50
TWAIN Scan Driver 51
WIA Scan Driver 54
Push Scan 58
Scan to PC 58
Scan to E-mail 61
Scan Settings 61
Scanning function 63
Cancel Scan Job 63
09 General Settings 64
System Settings 64

Sleep Time Setting 64
Time/date 65
Screen brightness 65
Restore Factory Settings 66
Sound/volume 66
Print Settings 67
Paper size/type 67
Advanced portrait 68
Page break 69
Error Processing 69
Network 70
Network Settings 70
Network Information 70
Information report 71
Consumable information 72
Data clearing function 72
10Routine Maintenance 73
Cleaning the Printer 73
Please use mild detergents 73
Clean the scanner 74
Clean print head lenses 78
Empty the punching box 79
Replacing parts and consumables 81
Replace the toner cartridge 81
Replace photosensitive drum 84
Replace waste toner bottles 87
Replace paper pickup, paper feed and separation rollers 88
Replace the transfer belt 92
Replace the transfer roller 96
Replace the ADF separation roller 97
Replace the ADF paper pick-up and feed rollers 100
Replace the staple box 102
Installing optional tray 105
Install 2 x 500-sheet tray (tray 3, tray 4) 105
Install 3000-sheet large-capacity tray 110
Install the stapler, hole punch or booklet finisher 120
11 Troubleshooting 126

Avoiding jams 126
Correct loading of paper 126
Use recommended paper 127
Locate jammed paper 128
Cleaning Jammed Paper 129
Paper jam in the automatic document feeder (ADF) 129
The paper is jammed in the multi-purpose paper feeder 130
The paper is jammed in the door C 132
The paper is jammed in the door D 135
The paper is jammed in the 3000-sheet tray 137
The paper is jammed in the stapler 138
Staples are stuck in the hole punch and stapler finisher 143
Staples are stuck in the booklet finisher 145
Software Failure 147
Error Message 148
Common Troubleshooting 149
Common Trouble 149
Image Defects 151
12Product Specifications 156
Overview of the Specifications 156
Print Specifications 157
Copy Specifications 157
Scan Specifications 158

01 Introduction to the printer

Product series introduction

Product series parameters			M9106DN	M9706DN
Interface type	USB		●	●
	NET		●	●
Print Language	PCL6		●	●
Control Panel	Touch screen		●	●
Print Speed (One-sided)	A4	65ppm		●
	A4	45ppm	●	
Automatic Two-Sided Printing			●	●
Auto Duplex Scan			●	●
Copy			●	●
Scan			●	●
ADF			●	●

(●: Support; Blank: Unsupport)

Note: • This product series is subject to additions or changes without prior notice.
• For this user manual, the "ADF" is short for automatic document feeder.

Product View

Please leave enough room to open the paper tray, cover plate and door, and install the hardware options, when selecting a location for the printer.

• Set up the printer near the power outlet.

CAUTION - POTENTIAL INJURY: To avoid the danger of fire or electric shock, please connect the power cord to a properly grounded power supply with proper rated voltage

The socket should be close to the product and easy to use.

CAUTION - SHOCK HAZARD:To avoid the danger of electric shock, please do not place or use this product near water or wet places.

• Place it on a flat, firm and stable surface.

• Keep the printer:

– clean, dry and dust-free.

– Stay away from scattered staples and paper clips.

– Keep away from direct airflow from air conditioners, heaters or ventilation equipment.

– Keep away from direct sunlight and humidity limits.

• Leave the following recommended spaces around the printer to ensure good ventilation:



1	400 mm for the headroom
2	600 mm on the right
3	444.5 mm for the front
4	120 mm on the left
5	120mm for the back

Side view



1	Automatic document feeder (ADF)
2	Control Panel
3	Multi-purpose paper feeder
4	Standard 2 x 500-sheet tray
5	Standard output support

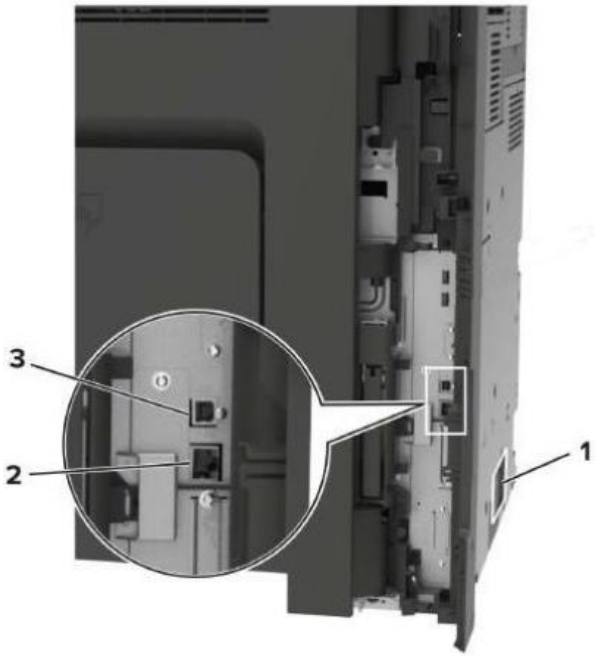
Note: • Printer appearance may vary depending on the printer model and configuration; the schematic diagram is for reference only.

Front View



1	3000-sheet large-capacity tray • It cannot be supported until a 2x500-sheet tray or a 2500-sheet built-in large-capacity tray is installed. • If you want to buy this product, please contact the local distributor of the printer.
2	2x 500-sheet tray (tray 3, tray 4) • If the 2x500-sheet tray is installed, 2500-sheet built-in large-capacity tray will not be supported. • If you want to buy this product, please contact the local distributor of the printer.
3	2500-sheet built-in large-capacity tray • If the 2500-sheet built-in large-capacity tray is installed, 2x500-sheet tray will not be supported. • If you want to buy this product, please contact the local distributor of the printer.
4	Stapler • Hole Punch and Stapler Finisher • Booklet Finisher • It cannot be supported until a 2x500-sheet tray is installed. • If you want to buy this product, please contact the local distributor of the printer.
5	Standard output support
6	Output Support 1
7	Output Support 2
8	Output Support 3

Rear View



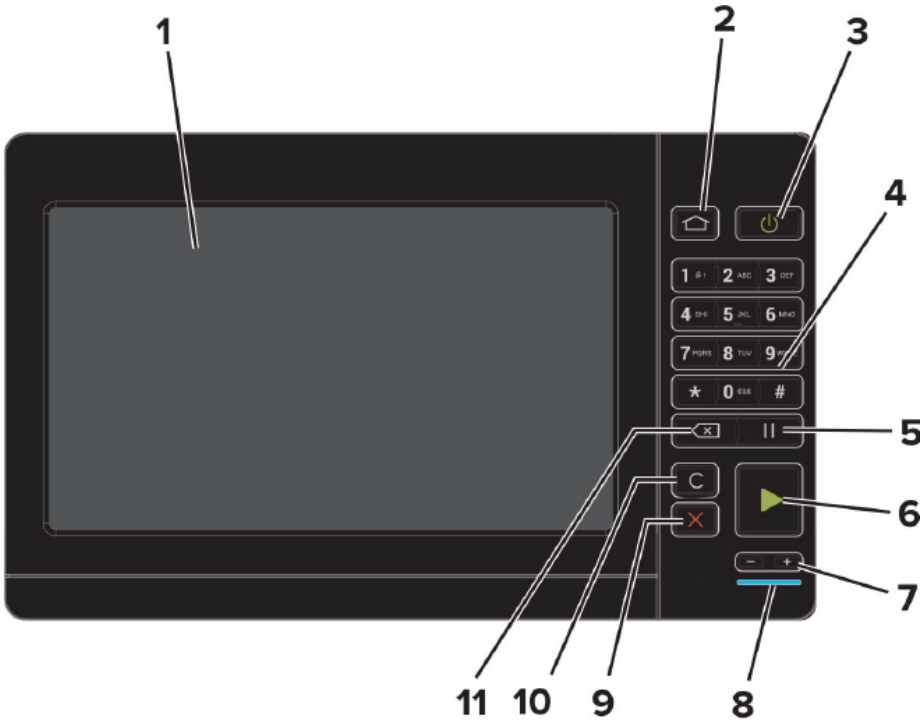
1	Power Interface
2	Network Interface
3	USB Interface

Note: • Printer appearance may differ because of various models and functions, so the schematic diagram is only for your reference.

Control Panel

Overview of control panel

Layout of touch screen buttons of printer control panel is shown as below:

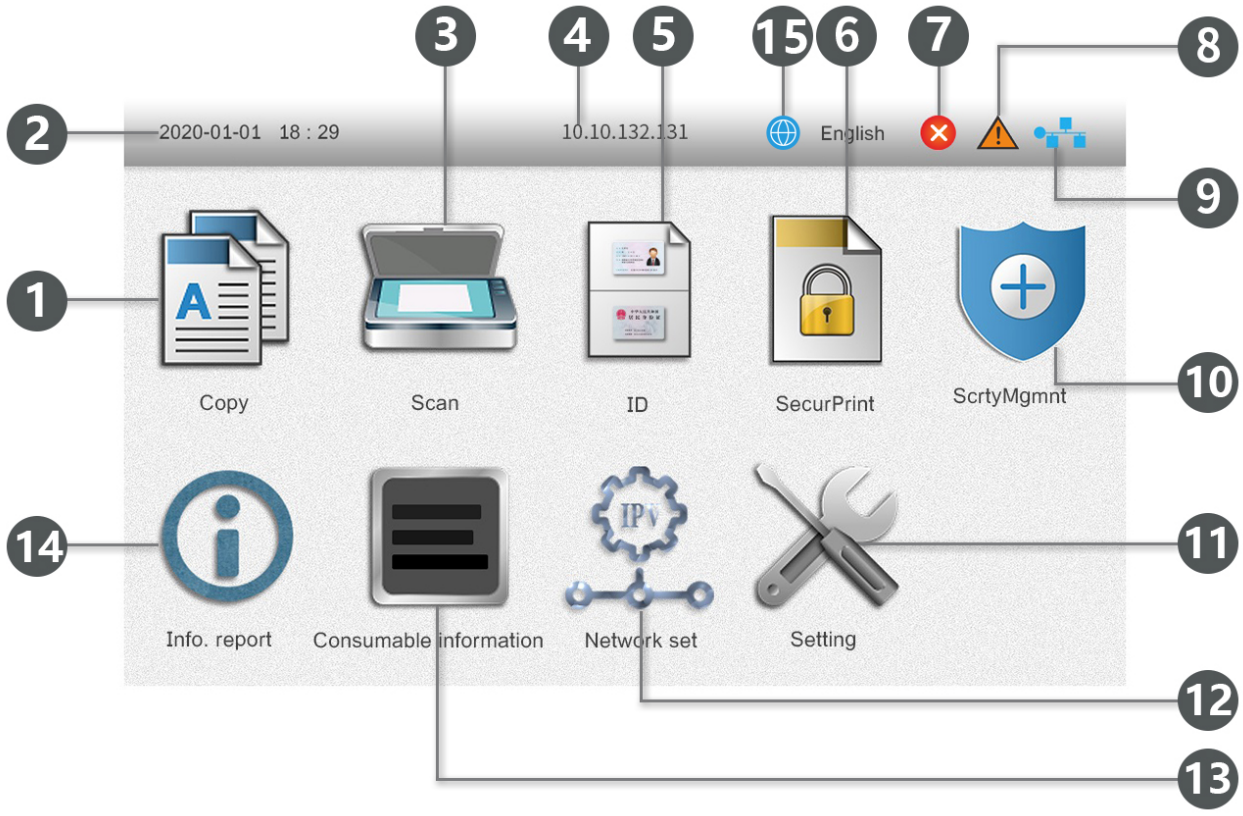


No.	Name	Functions
1	Color touch screen	• Check printer status and message. • Set and operate printer.
2	Home button	Go to the home screen.
3	“Power” button	• Turn on or off the printer. Note: 1. When the main power of the product is on, the “power” button will enable the function of ON or OFF. 2. To turn off the printer, please press and hold the power button for 5 seconds. • Set the printer to “sleep” mode. • Wake up the printer from “sleep” mode.
4	Numeric keyboard	Enter a number or symbol in the input field.
5	“||” button	Go to the interface of consumables information.
6	“Start” button	Start the job according to the selected mode.

7	Volume button	Go to the sound/volume interface and adjust the volume of the speaker.
8	Indicator	Check the printer status.
9	“Cancel” button	Cancel the current printer task.
10	“C” button	Go to the interface of information report.
11	“Backspace” button	Move the cursor backward in the input field to delete characters.

Home screen

Use home screen button and icons to initialize operations such as copying or scanning. The layout is shown in the following figure:

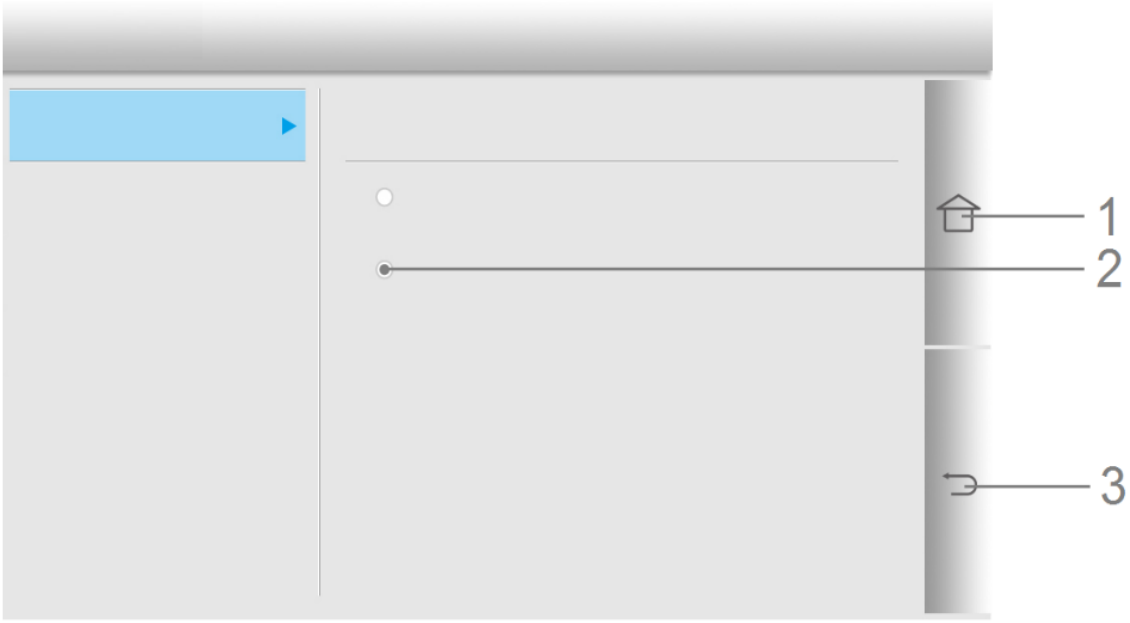


No.	Name	Functions
1	Copy	Access to “Copy” menu and make a copy.
2	Time/Date	Access the “Time/Date” menu and change the setting of time, date and year in the printer.
3	Scan	Access to “Scan” menu and scan document.

4	IP Address	Display the IP address of the printer which has been connected to the network.
5	ID copy	Access to “ID copy” menu and make an ID card copy.
6	Secure Print	Access the “Secure Print” menu and print the secure print job.
7	Error status indication	• This icon will be displayed when there is an error for troubleshooting in the machine.
8	Tips/Warnings	• This icon will be displayed when there is any tip/warning for processing in the machine.
9	Wired network status icon	• Check printer wired network information. • The icon will become gray with a red cross sign on it, when the wired network is not connected.
10	Security Management	Access the “Lock Screen Password” and “Job Control” menus and make settings.
11	“Settings” button	Access the “General Settings” menu to set the general functions of the printer.
12	Network Settings	Access the “Network Settings” menu and inquire the network settings and network information.
13	Consumable information	Access the “Consumables Information” menu and inquire the consumables information of printer.
14	Information report	Access the “Information Report” menu and print the information report.
15	Switch Language	Click the "Switch Language" button to switch the language.

Touch screen button

Layout of touch screen buttons of printer control panel is shown as below:



No.	Name	Functions
1	Home button	Go back to the Home.
2	Radio button	Select the item.
3	Return button	Return to the previous menu.

02 Paper and Print Media

Paper Specification

Tray 1/3/4	Media Type	Plain paper (60-90 gsm), thick paper 1 (91-120 gsm), thick paper 2 (121-157 gsm), thick paper 3 (158-209 gsm), thick paper 4 (210-256 gsm)
	Media size	A4-Short Side, A4-Long Side, 8K, Big 16K-Long Side, A3, A5-Short Side, JIS B4, JIS B5-Short Side, JIS B5-Long Side, Folio, Ledger, Legal, Letter-Short Side, Letter-Long Side
	Media weight	60~256gsm
	Maximum capacity of the tray	500 pages
Tray 2	Media Type	Plain paper (60-90 gsm), thick paper 1 (91-120 gsm), thick paper 2 (121-157 gsm), thick paper 3 (158-209 gsm), thick paper 4 (210-256 gsm)
	Media size	A3Wide, SRA3, A4-Short Side, A4-Long Side, 8K, Big 16K-Long Side, A3, A5-Short Side, JIS B4, JIS B5-Short Side, JIS B5-Long Side, Folio, Ledger, Legal, Letter-Short Side, Letter-Long Side
	Media weight	60~256gsm
	Maximum capacity of the tray	500 pages
Multi-purpose paper feeder	Media Type	Plain paper (60-90 gsm), thick paper 1 (91-120 gsm), thick paper 2 (121-157 gsm), thick paper 3 (158-209 gsm), thick paper 4 (210-256 gsm), transparent film, postcard, envelope paper, label paper
	Media size	A3Wide, SRA3, A4-Short Side, A4-Long Side, Big 16K-Short Side, A5-Long Side, A6-Short Side, JIS B6-Short Side, Statement-Short Side, Statement-Long Side, Executive-Short Side, Executive-Long Side, 8K, Big 16K-Long Side, A3, A5-Short Side, JIS B4, JIS B5-Short Side, JIS B5-Long Side, Folio, Ledger, Legal, Letter-Short Side, Letter-Long Side
	Media weight	60~256gsm

	Maximum capacity of the tray	150 pages
External large-capacity tray	Media Type	Plain paper (60-90 gsm), thick paper 1 (91-120 gsm), thick paper 2 (121-157 gsm), thick paper 3 (158-209 gsm), thick paper 4 (210-256 gsm)
	Media size	A4-Long Side
	Media weight	60~256gsm
	Maximum capacity of the tray	3000 pages
Built-in large-capacity tray	Media Type	Plain paper (60-90 gsm), thick paper 1 (91-120 gsm), thick paper 2 (121-157 gsm), thick paper 3 (158-209 gsm), thick paper 4 (210-256 gsm)
	Media size	A4-Long Side
	Media weight	60~256gsm
	Maximum capacity of the tray	2500 pages

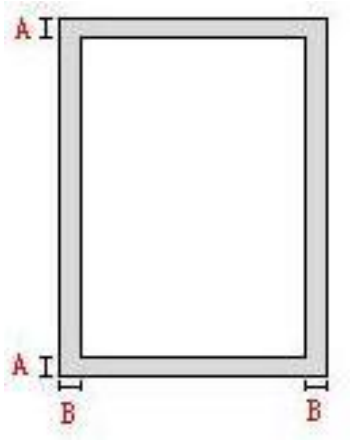
Note: • 80 g/m² standard paper is recommended for this printer.
• It is not recommended to use special paper extensively, which may affect the service life of the printer.
• The print media that does not meet the guidelines listed in this User Guide may result in poor print quality, increased paper jam and excessive wear of the printer.
• Properties such as weight, composition, texture and humidity are important factors affecting the printer performance and output quality.

Please note the following matters when selecting the print media:

1. Desired print effect: The print media selected should meet the requirement of the print tasks.
2. Surface smoothness: The smoothness of the print media may affect the sharpness of the print outcome.
3. Some print media may meet all the use guidelines contained herein, but they still can not bring satisfactory effect. This may be due to incorrect operation, inappropriate temperature and humidity, or other factors beyond the control of Pantum. Before purchasing large quantities of print media, make sure that the print media meets the specifications specified in this User Guide.

Non-printing Area and Non-scanning Area

The shaded part indicates the non-printing area and non-scanning area.



Usage	Paper Size	Top and bottom margins (A)	Left and right margins (B)
Printing	A3	5mm(0.197inch)	5mm(0.197inch)
	A4	5mm(0.197inch)	5mm(0.197inch)
Scan	A3	5mm(0.197inch)	5mm(0.197inch)
	A4	5mm(0.197inch)	5mm(0.197inch)

Einlegen von Papier

Note: • To reduce the risk of equipment instability, please load each tray separately. Keep all other trays closed until they shall be loaded.
• Druckeraussehen konnte unterschiedlich wegen seine Modelle sein. Die schematische Darstellung ist nur zum Informationszwecken.

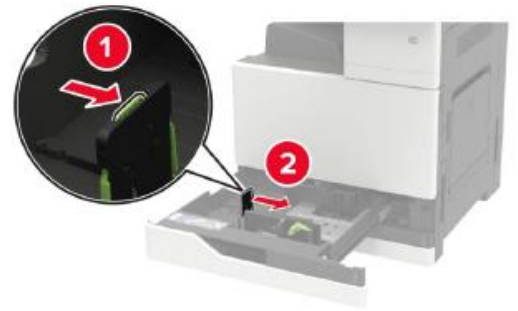
Install paper tray

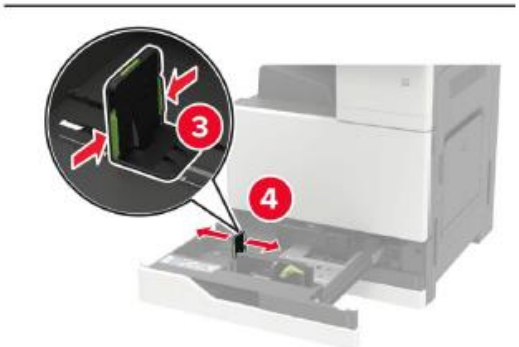
1. Pull out the tray.

Note: • Do not remove the tray while the printer is working.



2. Adjust the guide to match the size of the loaded paper.







3. Flex, fan out and align the paper edges before loading.



4. Load the paper.

• When using the paper, please place the side for printing face up and follow the operations below:

Stapler option not completed	Stapler option completed
 One-side print	 One-side print
 Duplex print	 Duplex print
 One-side print	 One-side print
 Duplex print	 Duplex print

Note: • When loading the pre-perforated paper, make the holes on the front or left of the tray.

• Do not slide paper into the tray.

• To avoid paper jams, make sure that the stack height is below the maximum paper fill indicator.

5. Insert the tray.

When loading a paper type other than plain paper, please set the paper size and paper type from Control Panel to match the loaded paper.

Install the multi-purpose paper feeder

1. Open the multi-purpose paper feeder.



2. Adjust the guide to match the size of the loaded paper.



3. Flex, fan out and align the paper edges before loading.



4. Load the paper or special media.
When using the paper, please execute any of the following operations:

One-side print	Duplex print
	
	

5. Set the paper size and paper type from Control Panel to match the loaded paper.

Paper and Manuscript Use Process

Note:• Druckeraussehen konnte unterschiedlich wegen seine Modelle sein. Die schematische Darstellung ist nur zum Informationszwecken.

Manuscript requirements:

Source	Type	Size
Automatic document feeder (ADF)	Plain paper	A4 (long and short sides), A3, A5 (long and short sides), Big 16K (long and short sides), 8K, JIS B6 (short side), A6 (short side)
Platen	Plain paper, thin paper, thick paper, transparent film, carton paper, label paper, envelope	A4 (long and short sides), A3, A5 (long and short sides), Big 16K (long and short sides), 8K, JIS B4, JIS B5 (long and short side), Statement (short side), Letter (long and short side), Legal, Ledger

Scanning With Tablet

Steps of Use:

1. Lift up the scanner cover.



2. Load the manuscript face down.



3. Align the manuscript to match the appropriate paper size.

Note: • If the manuscript does not match with any size marker, please align the upper-left corner of the manuscript with the arrow.
• Make sure there is no document in the ADF. If a document is detected in the ADF, it will be more preferential than that on glass platen.

4. Close the scanner cover gently.



Note: • Please put the paper or document on the scanner glass after the glue, ink or correction fluid are completely dried.
• Rough textured, uneven, oil stained and extremely smooth paper will make printing effect poor.
• Please make sure that there is no dust, fluff, etc. on the paper.
• Paper shall be put on a flat surface and stored under a cool and dry environment.
• To avoid influencing the definition, please don't open the scanner cover during scanning with the platen.

Scan with the automatic document feeder (ADF)

The document feeder supports single-sided scanning and automatic duplex scanning. Refer to Section 8 for the scanning method.

1. Put the original into the ADF with its front upward and top fed first.



2. Adjust the document guide till it gets close to the paper stack.



03 Driver installation and uninstallation

Driver Setup

This device supplies driver setup applications for Windows. We recommend One-click installation, which helps you install the driver automatically in a faster and easier way. Should you encounter trouble when using the One-click installation, you may try more setup methods.

Note: • Driver installation interface may differ because of different models and functions, so the schematic diagram is only for your reference.

One-click Installation

One-click installation offers installation options via "Wi-Fi", "USB", and "Wired Network". You may select the one you're familiar with the most according to the connection methods supported by your printer.

Connect printer via USB cable

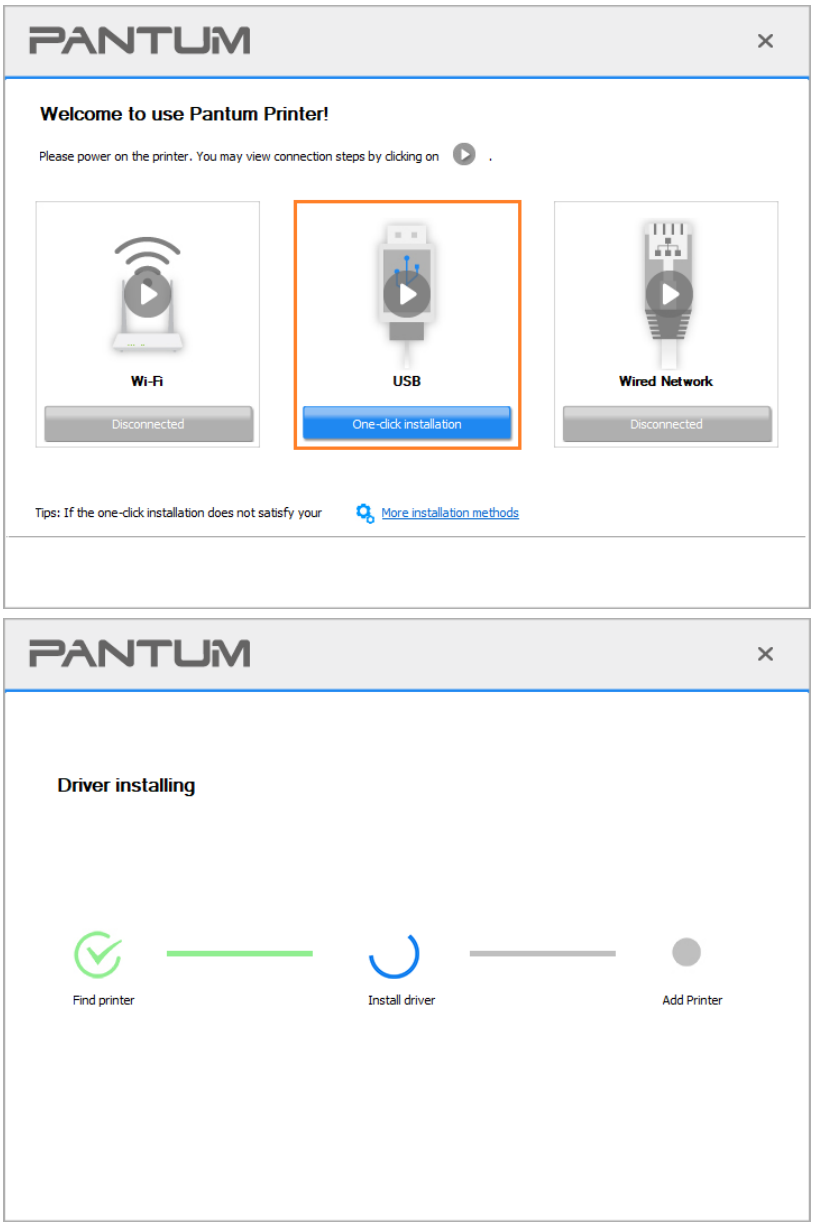
1. Connect the printer to computer via USB cable, power the printer and computer on.

2. Place the attached installation CD in the computer CD-ROM:
For Windows:
• Windows XP system: automatically run the installation procedure.
• Windows 7/ Server 2012 system: Pop up "Autoplay" interface, click “Setup.exe” to run the installation procedure.
• Windows 8 system: When the " DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the pop-up window, then click "Setup.exe" to run the installation procedure.
• Windows 10/11 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the window, then click "Setup.exe" to run the installation procedure.

Note: • Some computers may be unable to auto play the CD beacase of system configuration. Please double click "Computer" icon, find "DVD RW driver", then double click "DVD RW driver" to run the installation procedure.

3. Read and agree to the terms contained in the End User License Agreement and the Privacy Policy, click the “Next” button in the lower right corner of the interface to enter the driver installation interface.

4. The setup will start when you click on "One-click installation" under USB. The setup may take a while, depending on your PC configuration. Please wait.



5. After the installation, click “Print &Test Page” button. If your printer prints the test page successfully, it means that you have installed the driver correctly.

Connect printer via wired network

1. Turn the power of printer and computer on.
2. Connect the computer to wired network.
3. Connect network cable to the network interface of printer, to make sure the printer is connected to computer network (please refer to Section 4 for network setup).
4. Place the attached installation CD in the computer CD-ROM:

For Windows:

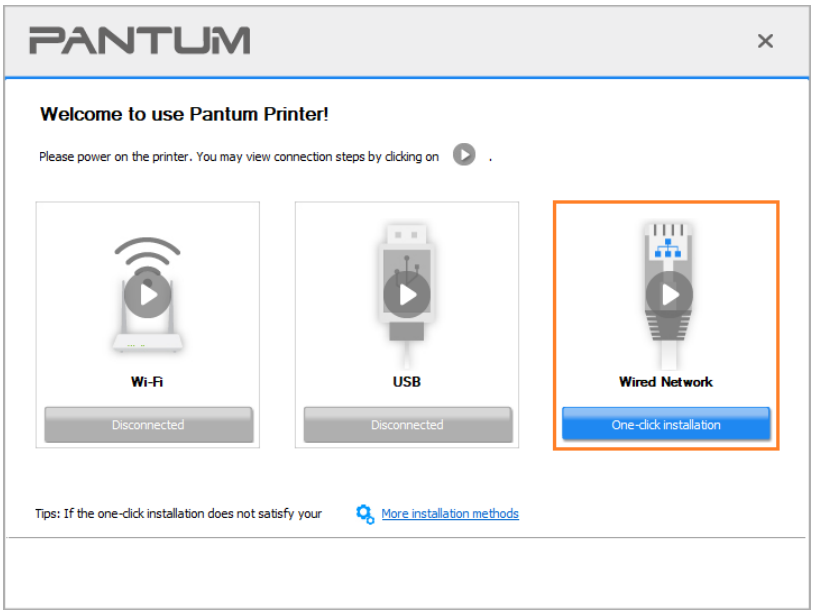
• Windows XP system: automatically run the installation procedure.

• Windows 7/ Server 2012 system: Pop up "Autoplay" interface, click “Setup.exe” to run the

installation procedure.
• Windows 8 system: When the " DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the pop-up window, then click "Setup.exe" to run the installation procedure.
• Windows 10/11 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the window, then click "Setup.exe" to run the installation procedure.

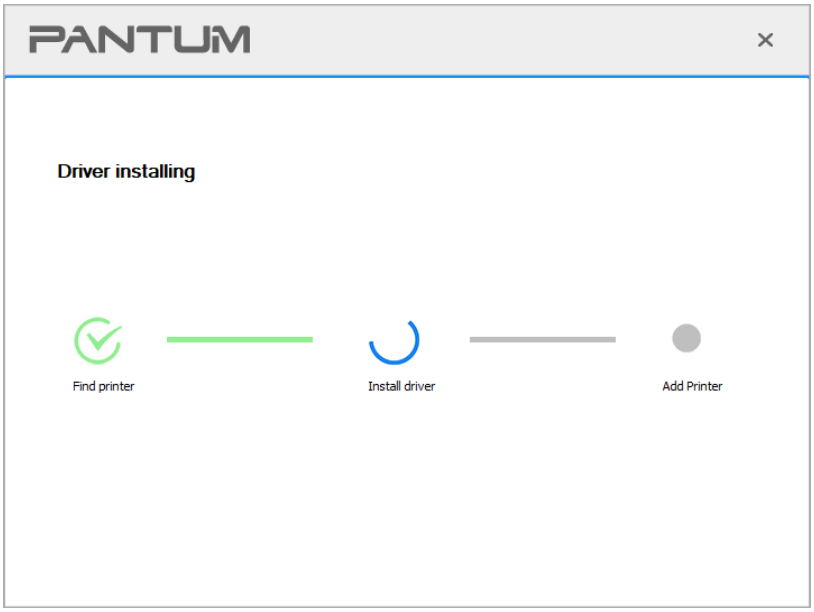
Note: • Some computers may be unable to auto play the CD beacase of system configuration. Please double click "Computer" icon, find "DVD RW driver", then double click "DVD RW driver" to run the installation procedure.

5. Read and agree to the terms contained in the End User License Agreement and the Privacy Policy, click the “Next” button in the lower right corner of the interface to enter the driver installation interface.
6. Click on "One-click installation" button under Wired Network to install the driver.

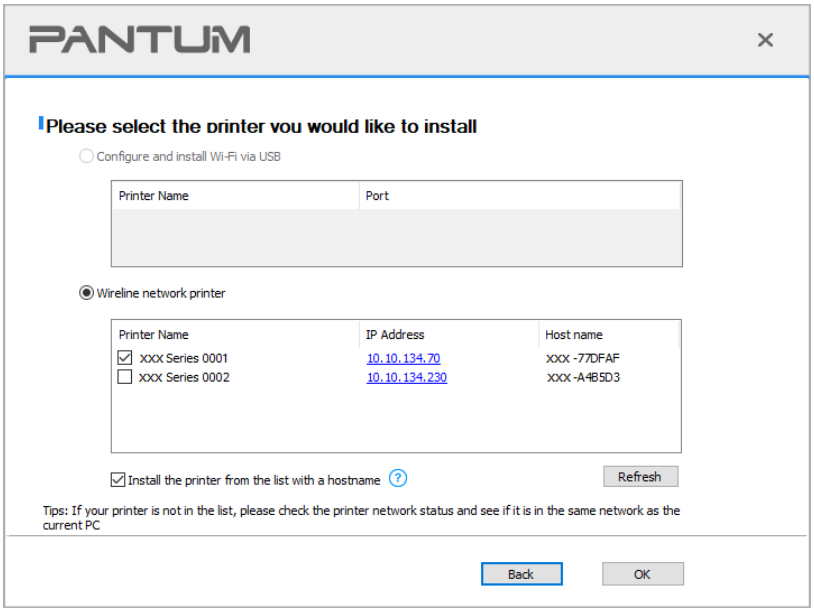


Note: • You can put your mouse cursor in the "One-click installation" button to check the popup information in order to confirm if the current printer is the one you need to install through IP address before you click the button.
• You can check the printer IP address through "Network configuration page" (Please see _Section 9 for how to print)

• If the Install Tool finds only one printer, the setup will start when you click on "One-click installation" under Wired Network. The setup may take a while, depending on your PC configuration. Please wait.



• If the Install Tool finds more than one printer, a printer list will pop up when you click on "One-click installation" under Wired Network. Please select the printer you desire based on the IP Address of the wired network for your printer or the Host Name.



Note:• If the printer you need is not shown in the list, please click "Refresh" button to search again. If it is not found, please check if the printer and computer are in the same network.

• When the printer IP address changes under printer driver installed with host ID , you can also directly print without re-installing the driver. If you need to install the printer driver with the host ID, please check the option "Install the printer in the list with host ID".

7. After the installation, click “Print &Test Page” button. If your printer prints the test page successfully, it means that you have installed the driver correctly.

More setup methods

More setup methods for Windows

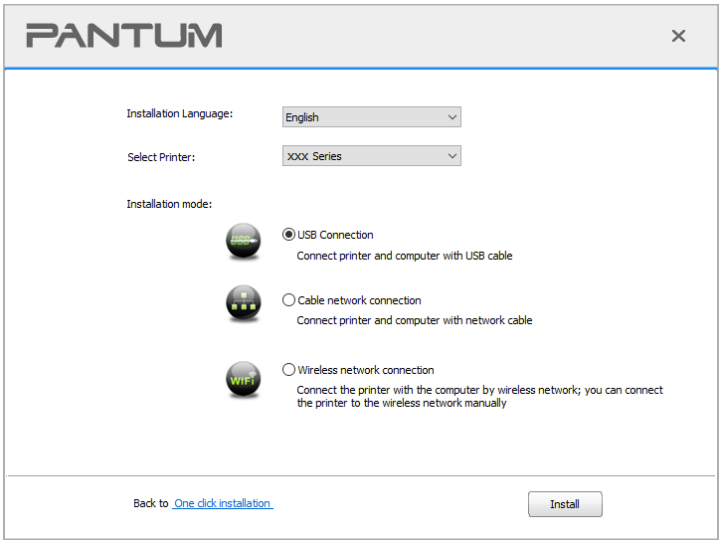
• Before installing the drive, you need to learn about printer model by printing printer information page out and check the product name (please refer to Section 9 for printing methods).

Installation via USB connection

1. Connect the printer to computer via USB cable, power the printer and computer on.
2. Place the attached installation CD in the computer CD-ROM:
• Windows XP system: automatically run the installation procedure.
• Windows 7/ Server 2012 system: Pop up "Autoplay" interface, click “Setup.exe” to run the installation procedure.
• Windows 8 system: When the " DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the pop-up window, then click "Setup.exe" to run the installation procedure.
• Windows 10/11 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the window, then click "Setup.exe" to run the installation procedure.

Note:• Some computers may be unable to auto play the CD beacase of system configuration. Please double click "Computer" icon, find "DVD RW driver", then double click "DVD RW driver" to run the installation procedure.

3. Read and agree to the terms contained in the End User License Agreement and the Privacy Policy, click the “Next” button in the lower right corner of the interface to enter the driver installation interface.
4. Click on “More setup methods” at the bottom of the setup interface for access.
5. Please select installation language and printer model.
6. Select "Connect via USB" and click on "Install".



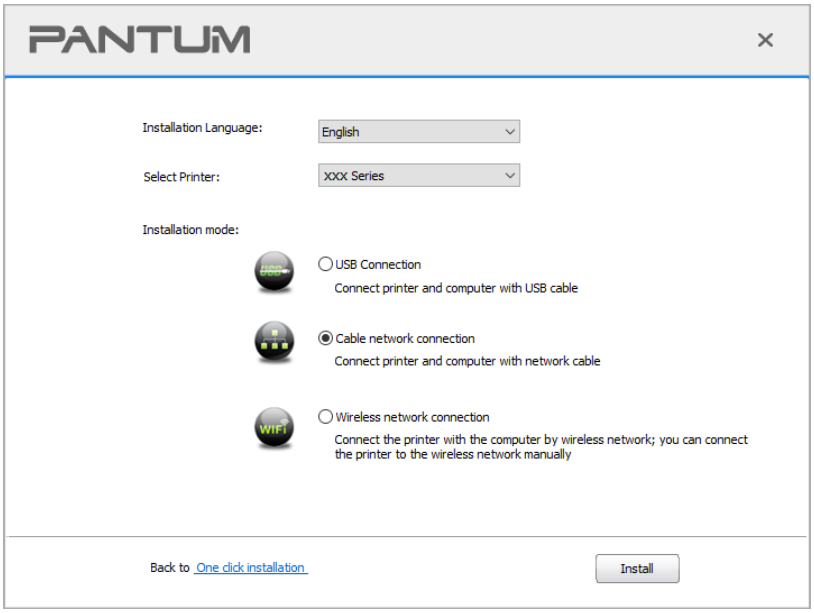
7. The software installs the driver automatically and the installation process may need some time. The duration is related to your computer configuration, please wait patiently.
8. After the installation, click “Print &Test Page” button. If your printer prints the test page successfully, it means that you have installed the driver correctly.

Installation via wired network connection

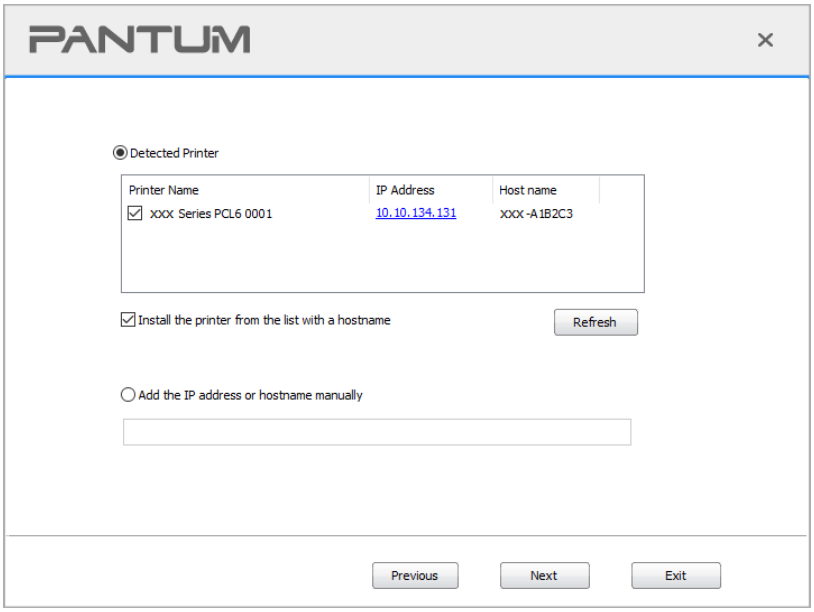
1. Turn the power of printer and computer on.
2. Connect the computer to wired network.
3. Connect network cable to the network interface of printer, to make sure the printer is connected to computer network (please refer to Section 4 for network setup).
4. Place the attached installation CD in the computer CD-ROM:
• Windows XP system: automatically run the installation procedure.
• Windows 7/ Server 2012 system: Pop up "Autoplay" interface, click “Setup.exe” to run the installation procedure.
• Windows 8 system: When the " DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the pop-up window, then click "Setup.exe" to run the installation procedure.
• Windows 10/11 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the window, then click "Setup.exe" to run the installation procedure.

Note: • Some computers may be unable to auto play the CD beacase of system configuration. Please double click "Computer" icon, find "DVD RW driver", then double click "DVD RW driver" to run the installation procedure.

5. Read and agree to the terms contained in the End User License Agreement and the Privacy Policy, click the “Next” button in the lower right corner of the interface to enter the driver installation interface.
6. Click on “More setup methods” at the bottom of the setup interface for access.
7. Please select installation language and printer model.
8. Select "Wireline network connection" and click on "Install".



9. The installation software will search the printer automatically and the searching process may need some time.
10. After finishing searching, select the printer that needs to be connected and click “Next”.



Note: • If the printer you need to connect is not in the list of printers searched, please click “Refresh” to search again.
• When the printer IP address changes under printer driver installed with host ID , you can also directly print without re-installing the driver. If you need to install the printer driver with the host ID, please check the option "Install the printer in the list with host ID".
• If IP address or host name is added manually, you need to know the IP address of the printer connected or host name. If they are not made clear, please print the “NetConf Pg” and view “IP Address” and “Host name” (Please refer to Section 9).

11. The software installs the driver automatically and the installation process may need some time. The duration is related to your computer configuration, please wait patiently.
12. After the installation, click “Print &Test Page” button. If your printer prints the test page successfully, it means that you have installed the driver correctly.

Uninstall Driver

Method to uninstall driver under Windows

Windows 7 is taken as the example in the following operation. The information on your computer screen may differ because of multiple operating systems.
1. Click the Start menu of computer and then click All programs.
2. Click Pantum, and then Click Pantum XXX Series.
Pantum XXX Series where XXX represents product model.
3. Click uninstall to delete the driver according to instructions on uninstall window.
4. Restart computer after finishing unloading.

04 Wired network setup (applicable to wired network models)

In case printers support wired network printing, they can be connected to network to control printer to print in wired network mode.

Set IP Address

The IP address of the printer may be automatically obtained through DHCP function or set manually.

Automatic Setting

DHCP automatic setting function is enabled by default on the printer.
1. Connect the printer to the network through a network cable and complete the startup preparation work.
2. The printer will receive the IP address assigned by server automatically. It may take server minutes to receive IP address under the influence of network environment.
You can check the IP address of printer by printing "Network setup page" out or check network information by viewing the control panel of printer. If the IP address is not listed, please check network environment and then try again after waiting for several minutes.

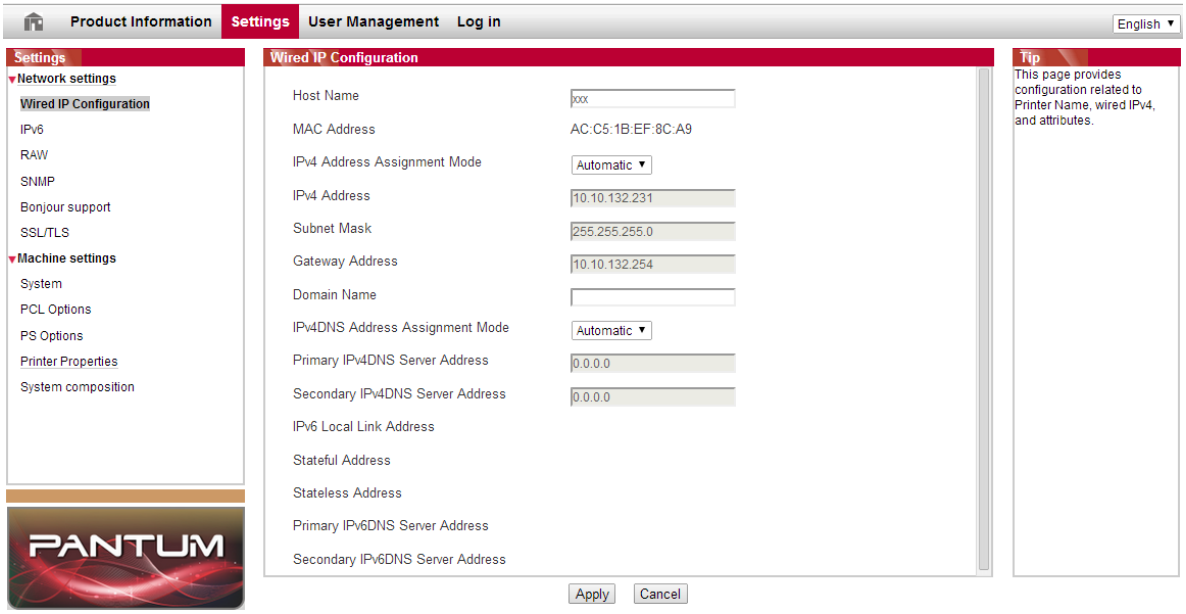
Note: • If DHCP server fails to assign IP address automatically, the printer will get the link-local address assigned by printer automatically: 169.254.xxx.xxx.

Manual Setting

To set up IP address for printer through the control panel of printer manually.
To set up IP address for printer through the embedded Web server manually.

05 Web server

You can manage printer setup via the embedded Web server.



Visit the embedded Web server

1. Turn on the power of printer and computer.
2. Connect the printer to network to ensure that the printer is connected to the network where the computer is connected to.
3. Input the IP address of printer in the address bar of Web browser to visit the Web server imbedded in printer.

View the IP address of printer via control panel or print the “NetConf Pg” out to view the IP Address of printer.

Note: • Windows users are suggested to use Microsoft Internet Explorer 8.0 (or higher version) or Firefox 1.0 (or higher version). No matter what kind of browser you are suing, please ensure that JavaScript and Cookies are always enabled. Please ensure compatibility with HTTP 1.0 and HTTP 1.1 when other network browsers are used.

• If the computer cannot visit the Web server embedded in printer, then your computer and printer may be connected to different networks. Please inspect your network environment or consult your network administrator.

4. Click “Log in” option, input user name and password (the default user name is admin and the initial password is 000000) and click “Log in”.

Note: • For safety reasons, you are suggested to change the default password, which can be finished in the “User Management” interface.

IP address setup

You need to connect your printer to network before IP address setup.
1. In case of wired network model, connect the printer to wired network by connecting to its network interface with network cable.

IPv4 setup

IPv4 address of the printer is divided into DHCP auto assignment and manual setting, and the DHCP auto assignment function is on by default. You can set up the IPv4 address of printer manually to set up fixed IPv4 address for the printer.
1. Turn on printer power to connect printer to network.
2. Log in the embedded Web server.
3. Click “Settings” – “Network settings” – “Protocol Settings” – “Wired IP Configuration”.
4. Set the IPv4 address assignment mode as “Manual”.
5. Input “IPv4 Address”, “Subnet Mask” and “Gateway Address”, and then click “Apply”.

IPv6 setup

1. Turn on printer power to connect printer to network.
2. Log in the embedded Web server.
3. Click “Settings” – “Network settings” – “Protocol Settings” – “IPv6”.
4. Tick “Enable IPv6 protocol” and “Enable DHCPv6” (ticked by default) and then click “Apply”.
You can refresh the browser and view the “IPv6 Local Link Address” and “Stateful Address” in “Wired IP Configuration” interface.

Note: The printer supports using the following IPv6 addresses for network printing and management
- IPv6 local-link address: local IPv6 address set up by oneself (addresses beginning with FE80).
- Stateful address: IPv6 address set up by DHCPv6 server (if there is no DHCPv6 server in network, the “Stateful Address” cannot be assigned).
- Stateless address: IPv6 address set up by network router automatically.

Machine setup

You can add mail address contacts, set up e-mail notification, set up sleep time and recover factory settings via machine setup page.

Set up e-mail notification

If you set up e-mail notification, an e-mail will be sent to the mail address specified by you when abnormality such as paper out occurs. You can receive emails only if you made correct email setup. Please consult your network administrator for detailed setup steps. You need to log in the embedded Web server before setting up email notification.

I. Set up SMTP client

1. Click “Settings” – “Network settings” – “Protocol Settings” – “SMTP”.
2. On SMTP page, input SMTP server address, set up the mailbox login name and password and then click “Apply”.

II. Add recipient address

1. Click “Settings” – “Machine settings” – “Address Book” .

2. Click “Add”, input recipient address and then click “Apply”.

III. Set up email notification

1. Click “Settings” – “Machine settings” – “E-mail Notification”.
2. Click  button and select the email addresses you want to add in the list of contacts popping out.

You can also tick “address X” (such as address 1) and input the email addresses you want to add.

3. Tick the email addresses and notification contents you want to notify and then click “Apply”.

Sleep time setup

1. Log in the embedded Web server.
2. Click “Settings” – “Machine settings” – “System”.
3. Select sleep time according to you need and then click “Apply”.

Recover factory settings via Web server

1. Log in the embedded Web server.
2. Click "User Management" and input the correct “User name” and “Password”; then, click “Restore to Factory Settings”. After completion, the printer will reboot automatically.

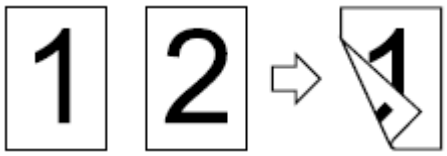
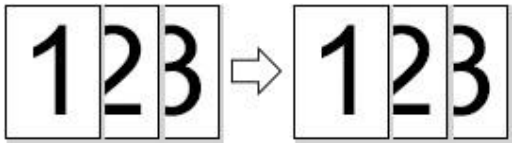
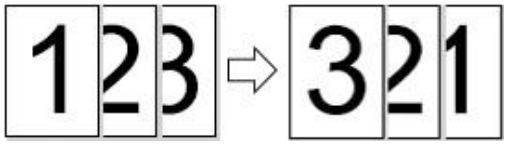
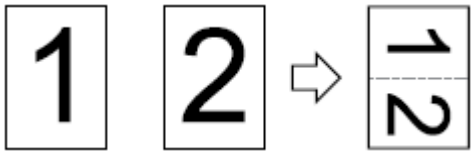
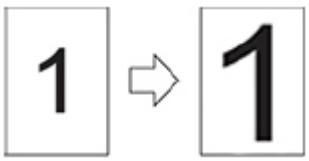
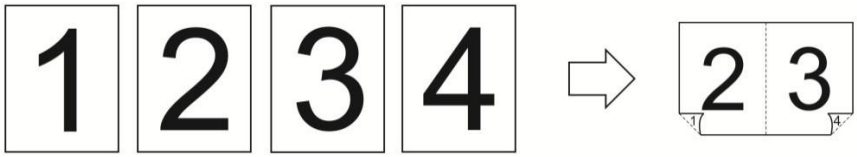
Note: • After factory settings of printer are recovered, user name of the administrator will be recovered to admin and the login password will be recovered to 000000.

• You can also recover factory settings via keys on the control panel of printer.

06 Print

Print Function

You can set the print function through "Start"-"Devices and Printers"- select corresponding printer- right click – set print function in "Printing preferences". Some functions are as follows:

Functions	Diagram
Automatic Two-Sided Printing	
Collate Print	
Reverse Print	
N-in-1	
Zoom Print	
Booklet printing	
Custom Size	

Note: • Windows 7 is taken as example in the above description.

• You can enable Printing Preferences and click the Help button to view detailed function description.

Print Settings

Setting the printing parameters

You can set up printing parameters with the following two methods before sending printing work (such as paper type, paper size and paper source).

Operating system	Temporary printing setup change	Permanent default setup change
Windows 7	1. Click “File” menu – “Print” – “Select printer" - “Printer properties” (the detailed steps may differ because of multiple operating systems).	1. Click “Start” menu- “Control Panel” – “Devices and Printers”. 2. Right click on the printer icon, select “Printing preference” and then change setup and save it.

Note: • Priority of App setup is senior to printer setup.

Automatic Two-Sided Printing

This machine supports automatic duplex printing of plain paper, thick paper 1, thick paper 2, thick paper 3 and thick paper 4. Paper sizes supported for automatic duplex printing are as follows: 8K, Big 16K-Short Side, Big 16K-Long Side, A3, A3Wide, A4-Short Side, A4-Long Side, A5-Short Side, A5-Long Side, A6-Short Side, JIS B4, JIS B5-Short Side, JIS B5-Long Side, JIS B6-Short Side, Executive-Short Side, Executive-Long Side, Folio, Statement-Short Side, Ledger, Legal, Letter-Short Side, Letter-Long Side, SRA3.

Note: • Trying the automatic two-sided printing may damage the printer if some paper media are not suitable for automatic two-sided printing.

• Please refer to Section 2 for paper loading and type of mediums that can be printed via auto feed tray.

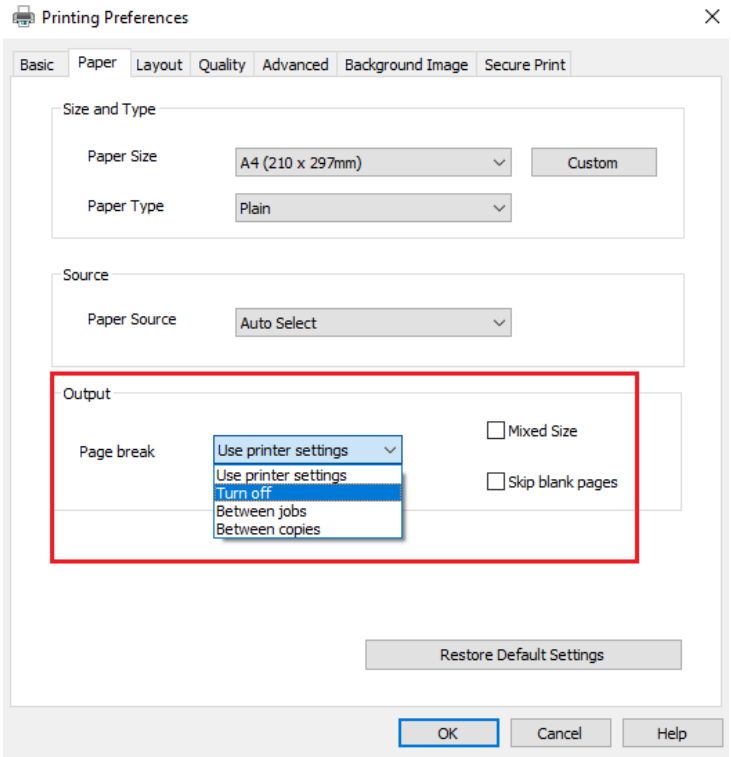
How to carry out auto duplex printing

1. Open the print job to be printed from the application (such as a Notepad).
2. Select Print from the File menu.
3. Select printer of the corresponding model.
4. Single click “Preferences” for printing setup.
5. Select the “Duplex” in “Basic” tab and then select “Long Edge” or “Short Edge”.
6. Single click “OK” to finish printing setup. Click “Print” to realize auto duplex printing.

Print with page break

This printer supports the function of adding page breaks between printed texts, which can be enabled through printer settings, between jobs, between copies, or disabled. You can make the changes in the following steps as required:

1. Open the file to be printed, click the “File” menu in the upper left corner, and select “Print” to enable the print driver.
2. Select printer of the corresponding model.
3. Click “Printer Properties/Preferences” to configure printing.
4. Enter the "Paper" option interface and select "Page Break".
5. Check the box to select the desired print effect as required.



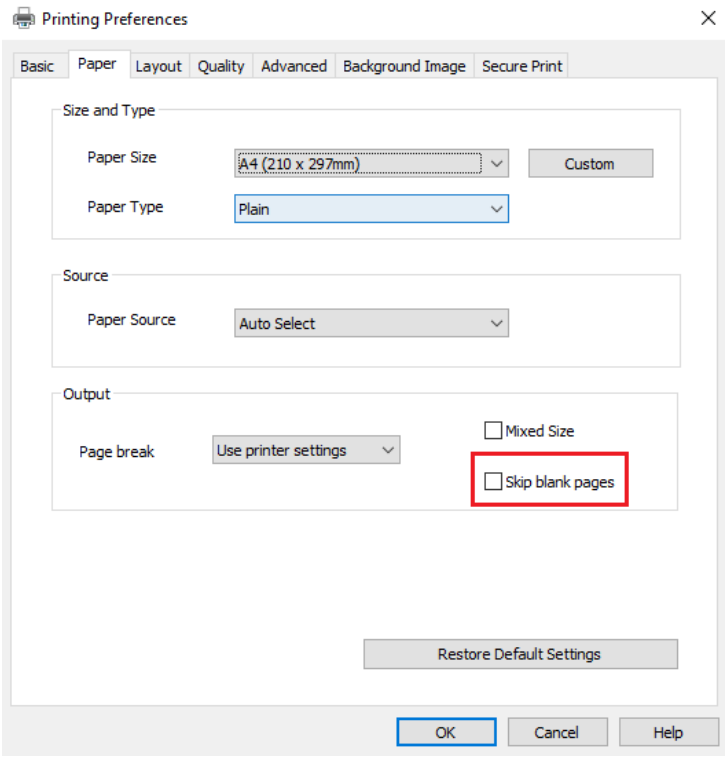
Note: • You can also set the page break directly by buttons on the printer’s control panel.

• If you choose to use the printer settings, the related parameters cannot be adjusted, but the parameters set in the printer’s control panel will be applied.

Skip Blank Pages

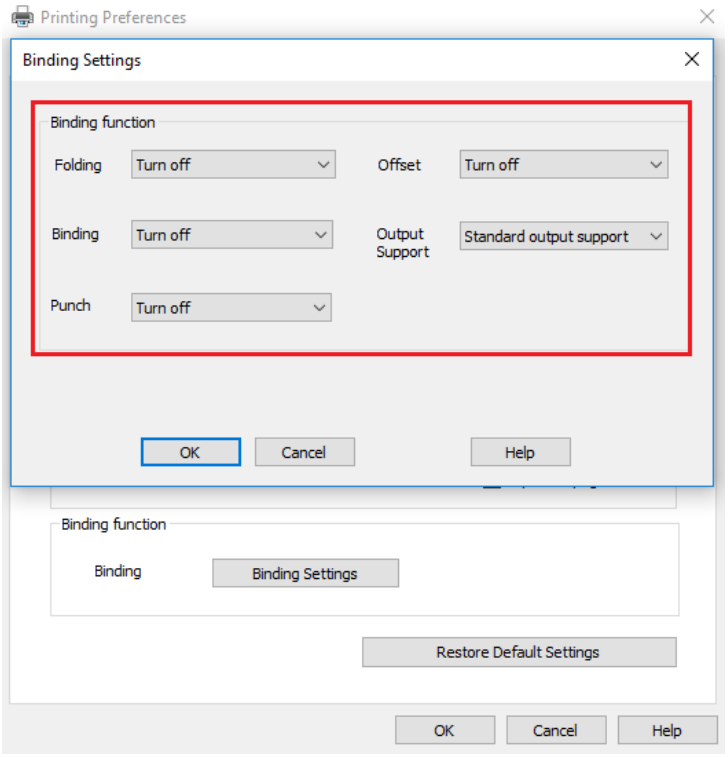
This printer supports to skip blank pages in the printed document. You can make the changes in the following steps as required:

1. Open the file to be printed, click the “File” menu in the upper left corner, and select “Print” to enable the print driver.
2. Select printer of the corresponding model.
3. Click “Printer Properties/Preferences” to configure printing.
4. Enter the "Paper" option interface and select "Skip Blank Pages".
5. Single click “OK” to finish printing setup.Click "Print" to realize the printing effect of skipping blank pages.



Binding function

If you have installed the optional stapler, you can set “Folded”, “Offset”, “Staple”, “Output Support” and “Punch” for “Binding Function” in the paper interface of printing preferences.



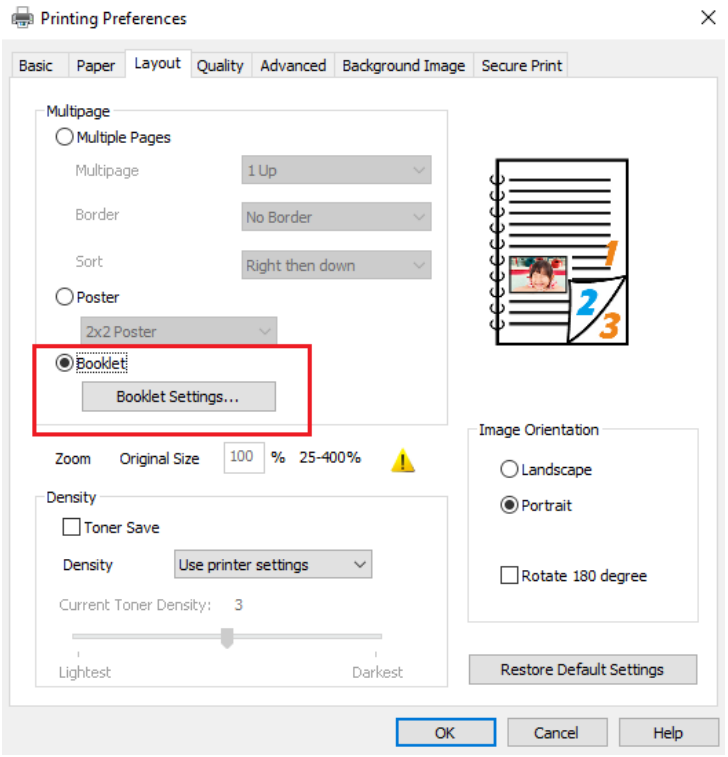
Note: • If you choose to use the printer settings, the related parameters cannot be adjusted, but the parameters set in the printer’s control panel will be applied.

Booklet printing

Note: • "Booklet" cannot be concurrently used with "Multipage" or "Zooming".
• To enable the Booklet function, please also check "collated".
• To start a Booklet, please select any of the following paper types: SRA3、A3、A4、A5、A6、8K、Big 16K、JIS B4、JIS B5、JIS B6、Letter、Legal、Ledger、Executive、Folio、A3Wide or Statement.
• Since Booklet always goes with duplex printing, when it is selected, "Deplux" will be checked authomatically and cannot be unchecked.

Operating steps for booklet printing:

1. Open the file to be printed, click the “File” menu in the upper left corner, and select “Print” to enable the print driver.
2. Select the appropriate model of printer.
3. Click “Printer Properties/Preferences” and configure printing.
4. Enter the “Layout” option interface and check “Booklet”.



Note: • If you want to make other settings for booklet printing, such as binding, click the “Booklet Settings…” button, complete the printing settings as required in the “Booklet Settings” interface, and then click the “OK” button.

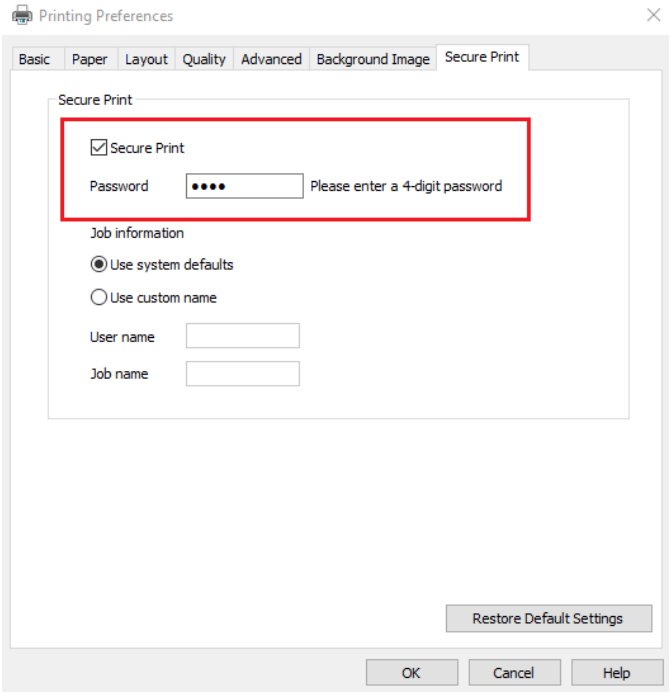
5. Click “OK”/“Apply” to finish printing setup. Click “Print” to print the booklet.

Note: • Documents will be re-paged after selecting booklet printing. It will print two pages on each side of the paper, and then fold out of it to form a book-like booklet.

Secure Print

You can set the PC to save the print job in the printer memory until you enter the password to start the print job from the printer's control panel.

1. Open the document. Click File - Print.
2. Click Properties, Preferences, Options, or Settings.
3. Select the "Secure Print" option on the "Printing Preferences" interface and check the function of "Secure Print".
4. Enter 4 digits in the "Password" field, which will be saved as the authentication password for secure printing.



Note: • The timeliness of the user password setting depends on the setting method.

5. Single click "OK".
6. Click "Print" again to send the secure print job.
7. Select "Secure Print" on the printer's control panel, and select the appropriate user for the secure print job information you have set.

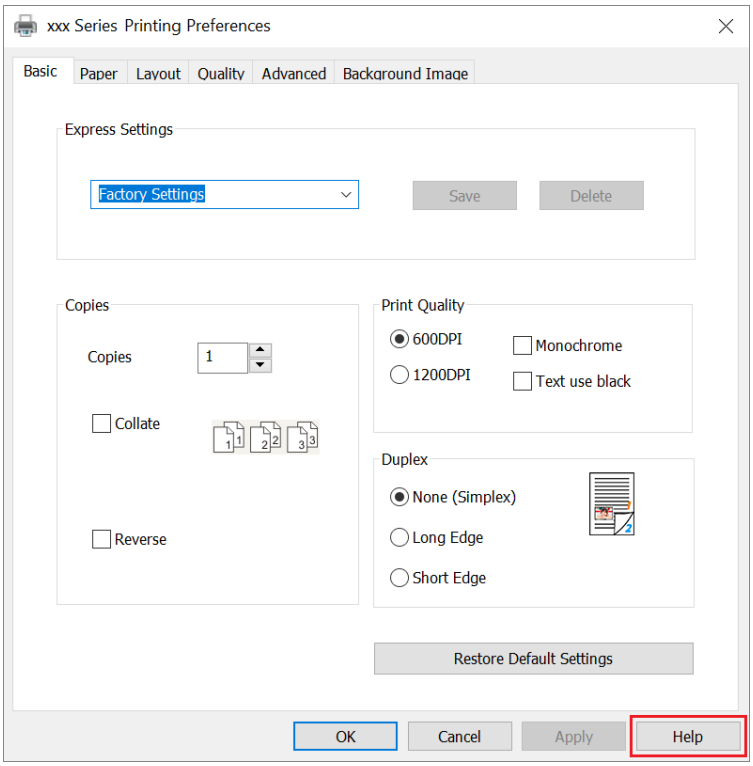
Note: • By default, "Use System Defaults" is selected for the job information, and the user name for the secure print job is the account name of computer user.（To view the account name of computer user, click Start Menu-Control Panel-User Accounts on the PC.）
• The job name is the name of the document to be printed.

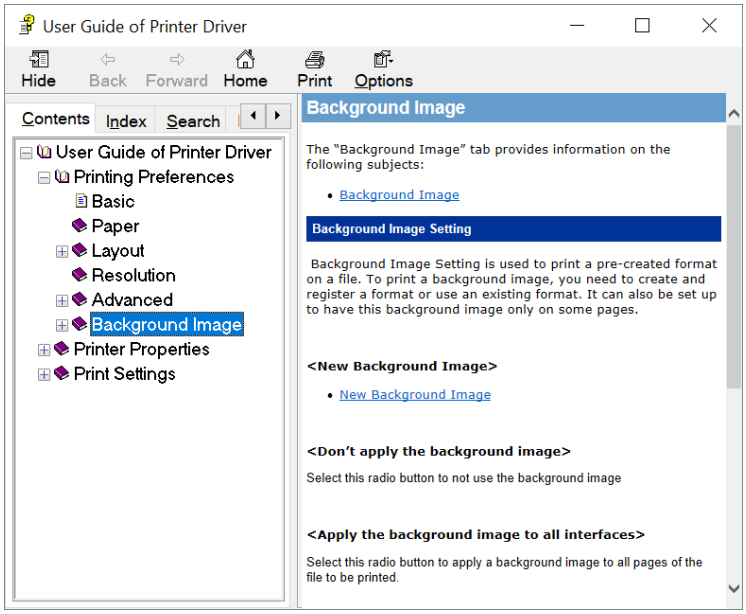
8. Select the document you want to print. Enter the password to print the document. Follow the interface prompts to complete printing.

Note: • After the secure print job is successfully completed, this secure print job will be deleted.
• After the printer is restarted, all secure print data stored in memory will be erased.

Open Help Document

You can open the "Printing preferences" and click "Help" button (for Windows Operation System only). The help document contains the user guide where you can find the information on print settings.





Printing Mode

This machine can support printing with paper from tray 1, tray 2, tray 3, tray 4, multi-purpose paper feeder and large-capacity tray. The paper will be selected automatically under default status, that is, after the job is started, the printer will automatically searches whether the paper placed in the printer tray matches the paper size you distributed. If yes, it will print; if not, there will be a corresponding prompt on the printer's home screen.

Note: • If you want to print from tray 3, tray 4 and large-capacity tray, install the 2x500-sheet tray and 3000-sheet large-capacity tray.
• For precautions on loading paper,see Section 2.
• Please refer to Section 2 for the media types of tray for printing.

Cancel printing

In the printing process, if you need to cancel the job, click the "Cancel" button on the home screen to cancel the current job.

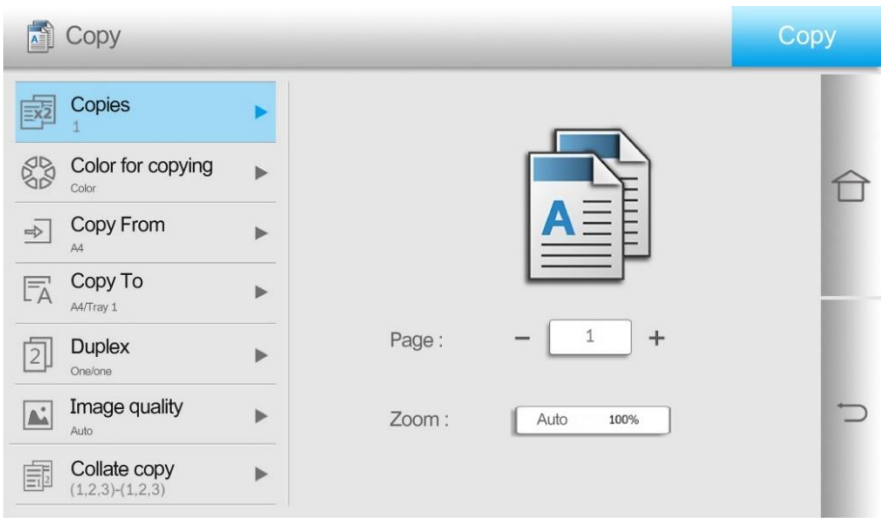
07 Copying

Copying function

Copying function		Instructions
Common copying	Copy source	Set the paper size of the originals.
	Copy To	The specified paper size and tray can be set.
	Duplex copying	It supports manual duplex copying for originals.
	Image quality	Set the definition mode to improve the copying effect.
	Collated copy	Collate copies of an original.
	Resizing	Reduce or enlarge the size of image copied.
	Multipage	Print a multi-page document to a piece of paper.
	Booklet copy	Typeset and print the originals to be copied in the format of book.

Copying method

1. Click the “Copy” button/”ID Copy” button on the home screen.
2. Put an original into the ADF with its front upward (only for plain copying) or on the glass platen with its front downward. (For how to put an original, please see Section 2).
3. Click the “Copy” button in the upper right corner to start copying.



4. Place the original text in the glass platen, scan this page, then give a prompt of "Scan next page". When there is another page to scan, take away the previous one, put the next one in the glass platen, click “Scan next page”. After scanning all the pages, click “End scan”.

Copying cancel

Please click the “Cancel” button on the home screen to cancel the copying job.

Common copying setting

Change related setting through setting menu for better copy result.

1. Select the “Copy” button on the home screen of the printer.
2. Determine copy setting, click “Copy” button to copy.

Note: • The setting of Number of Copies, Copy from, Copy to, Duplex and Zoom will revert to default when the machine restarts.
• The setting of Image Quality, Collate and N-in-1 will revert to default when copying is over.
• The setting options of Advanced Portrait, Binding, Punching, Folded, Offset, and Portrait Orientation will revert to default if the factory reset is performed.

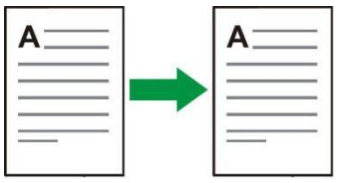
Duplex copy

You can use flat plate and ADF for Auto Duplex copy, ADF supports auto duplex copy.

Note: • ADF can hold up to 150 sheets of original portraits.

There are 4 modes in total for duplex copying:

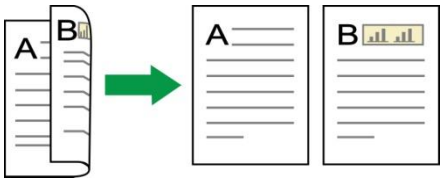
1. One-sided → One-sided:



2. One-sided → Two-sided:



3. Two-sided → One-sided:



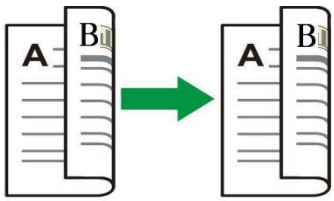
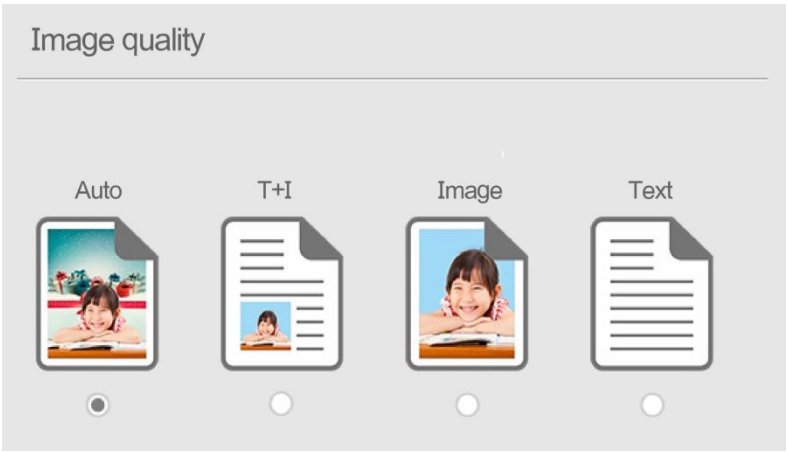
4. Two-sided → Two-sided: 

Image quality

Select corresponding image quality mode for original document used in order to improve copying effect.



There are 4 modes in total:
Auto: default mode, applicable to text and image originals.
Text + image: applicable to originals with mixed text and image.
Image: applicable to original image.
Text: applicable to original text.

Collated copy

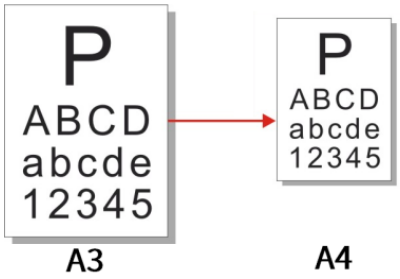
The "Collated Copies" feature supports only copying with the automatic document feeder (ADF).
The collated copy includes 2 modes:

Startup: 

Closed: 

Resizing

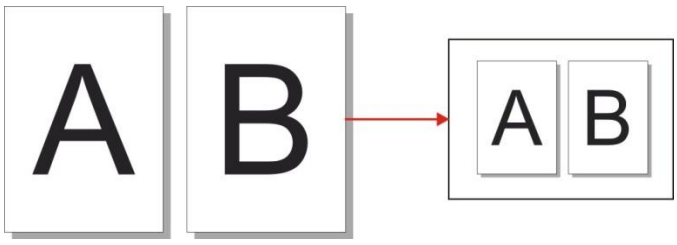
When original document is copied, resize image copied.
There are “automatic adjustment” and “manual adjustment” for zooming, with 100% as default.
1. Auto Adjustment:
Automatic adjustment should be functioned together with “Copy from” and “Copy to”. That is, select the required paper size in “Copy from”, and select the paper size and paper type to be copied in “Copy to” according to your needs.
For example: Select “A3” in “Copy from” and “A4-Plain Paper-Tray 1” in “Copy to”.
Then the copy job will automatically zoom out on the A3 to A4 size and use the paper from tray 1 to copy.



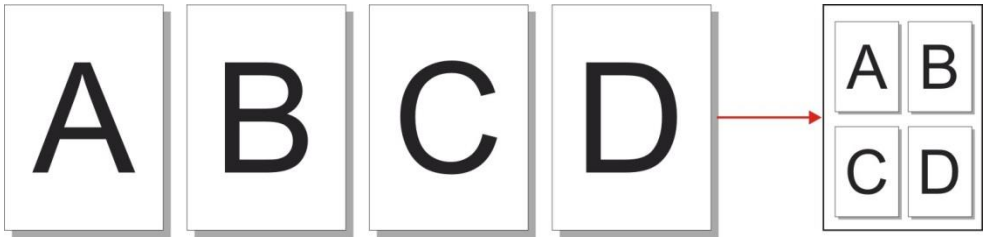
2. “Manual adjustment” is only applicable to copying with glass platen, the zoom range is 25%-400%, and values can be directly entered by pressing numeric keys.

Multipage

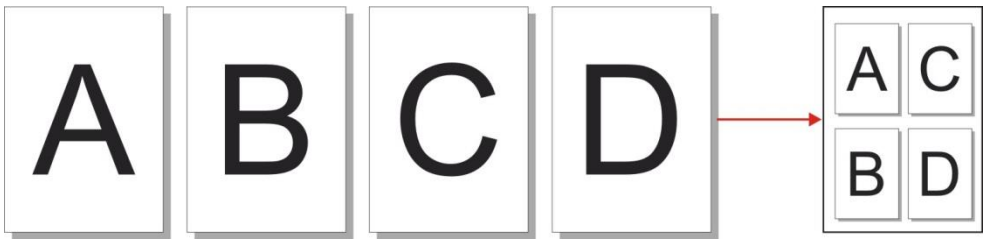
With setting on all-in-one feature, a 2- or 4-page document could be copied to one piece of paper.
Copying with the ADF and the glass platen are both supported.
The multipage includes 3 modes:
(1) Two-in-one:



(2) Horizontal four-in-one:



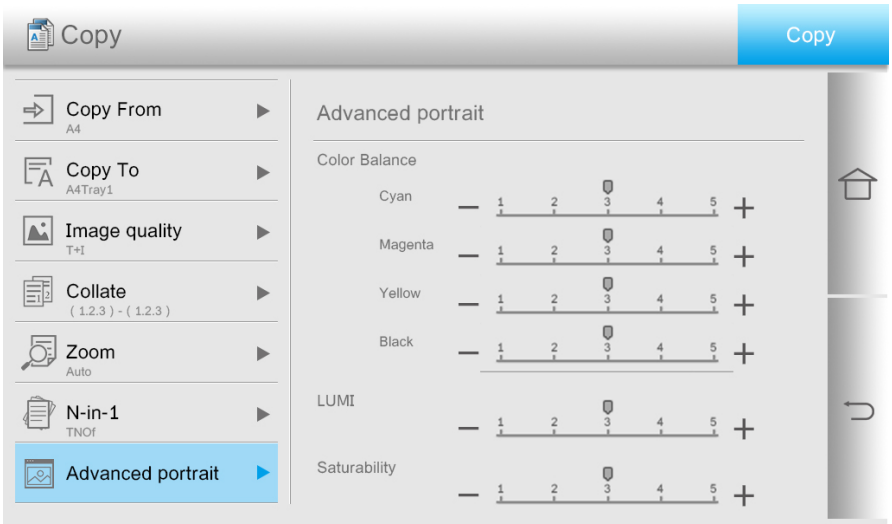
(3)vertical four-in-one:

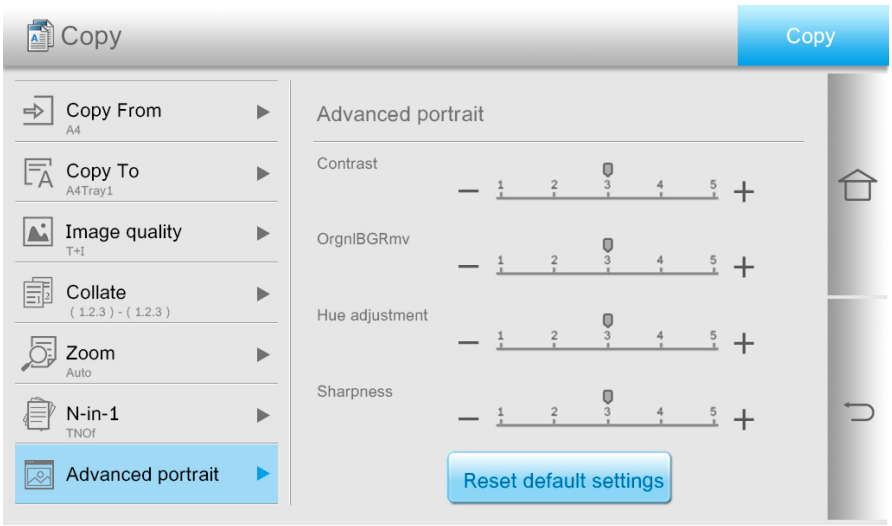


Note: • “Manual adjustment” in “N-in-1” and “Zoom” cannot be set at the same time.
• “N-in-1” does not support “Duplex -> Duplex” copy mode.

Advanced portrait

According to the original you use, adjust the “brightness” “contrast”, “original background elimination” and “sharpness” in the advanced portrait to improve the copying effect.





Booklet copy

Booklet copy refers to typesetting and printing the originals to be copied in the format of book. The front cover and back cover of the booklet may also be set. After copying, all printed documents are folded in half for you to read it as a book.

Create a booklet

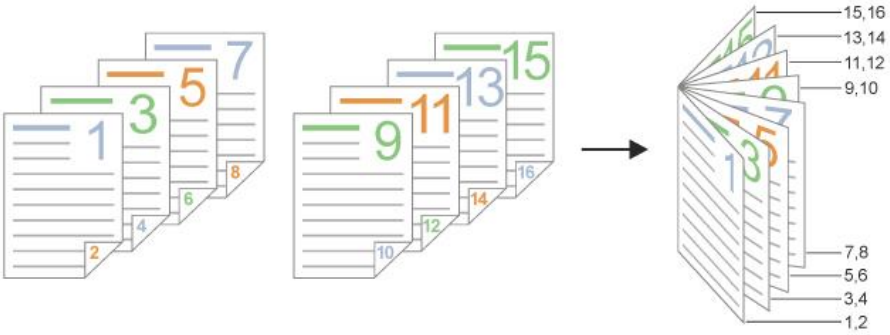
After the booklet settings is created, the originals to be copied can be scanned on one side or on both sides, and finally the booklet copying with the effect of duplex printing can be achieved. Document feeder and copying with glass platen are supported.

There are two modes for creating a booklet:

1 side to booklet:



2 sides to booklet:



Note: • After the booklet copy is enabled, it automatically switches to duplex print.
• Copy booklet binding only supports short-edge feed.

Paper sizes and paper types supported for copy booklet binding:

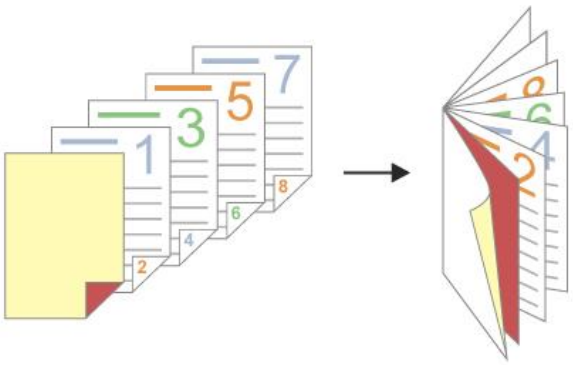
Paper size: 8K、Big 16K、A3、A3Wide、A4、JIS B4、Folio、Ledger、Legal、Letter、SRA3。

Paper type: Plain paper, thick paper 1, thick paper 2, thick paper 3 and thick paper 4.

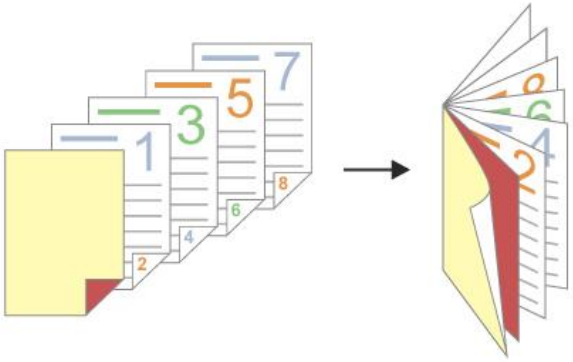
Cover page settings

The front and back cover effects of the booklet can be achieved through the cover page setting as shown in the following figure:

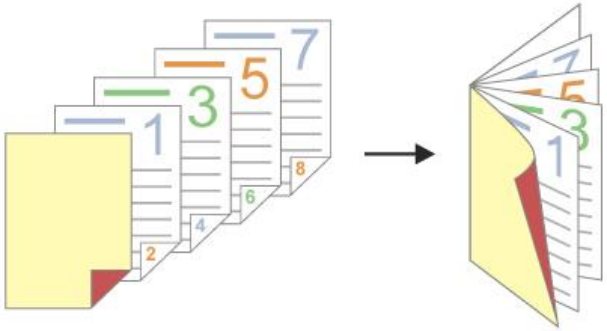
Inside front cover:



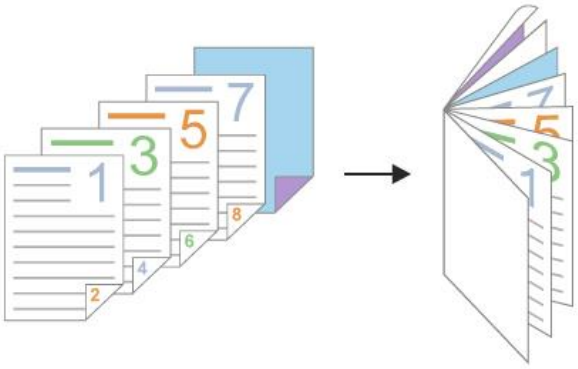
Outside front cover:



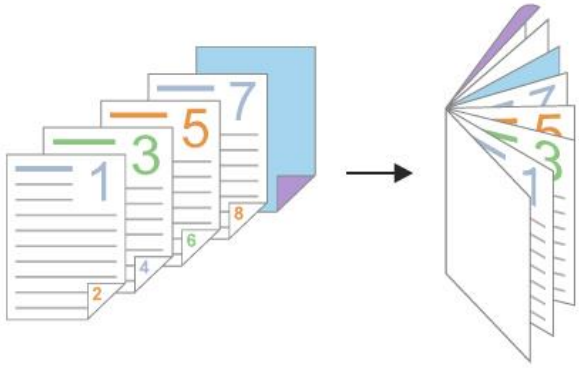
Inside and outside front covers:



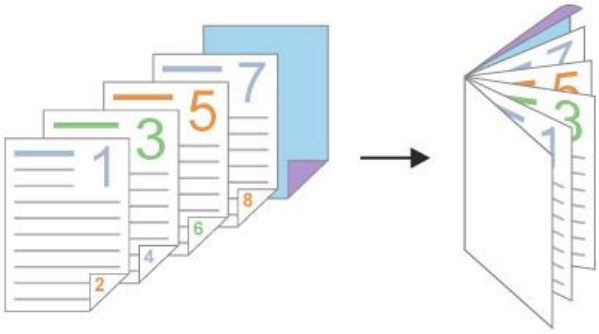
Inside back cover:



Outside back cover:



Inside and outside back covers:



Note:• The copy size of the booklet, the paper size of the front cover and the back cover should be consistent.

Watermark Copy

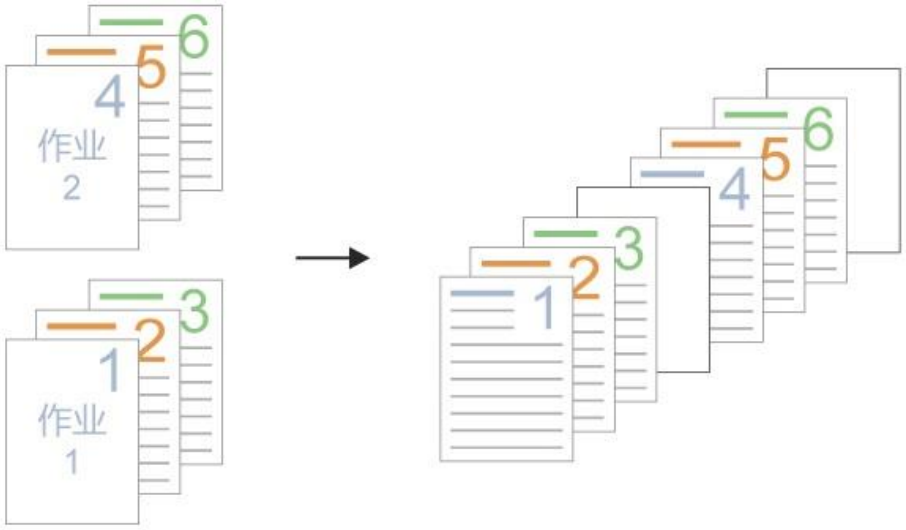
You can add a watermark to your copies by the watermark function on the printer's control panel.

Note:• There are two preset watermark styles, "Draft" and "Confidential". You can also edit a custom watermark as needed.
• The watermark function can be enabled in conjunction with the N-in-1 and Collate functions.

Copy with page break

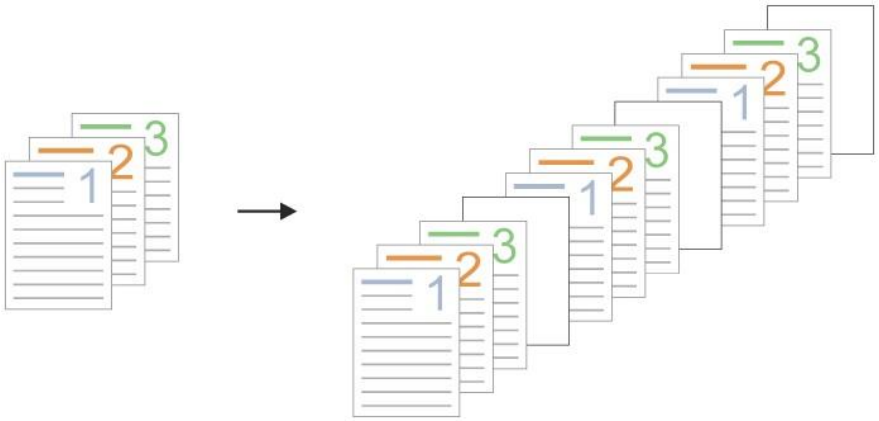
You can insert blank pages to separate your copies from each other by the Page Break function on the printer's control panel, and the copy source only supports ADF. The Page Break function can be classified into the following situations according to different application scenarios:

Page break between jobs

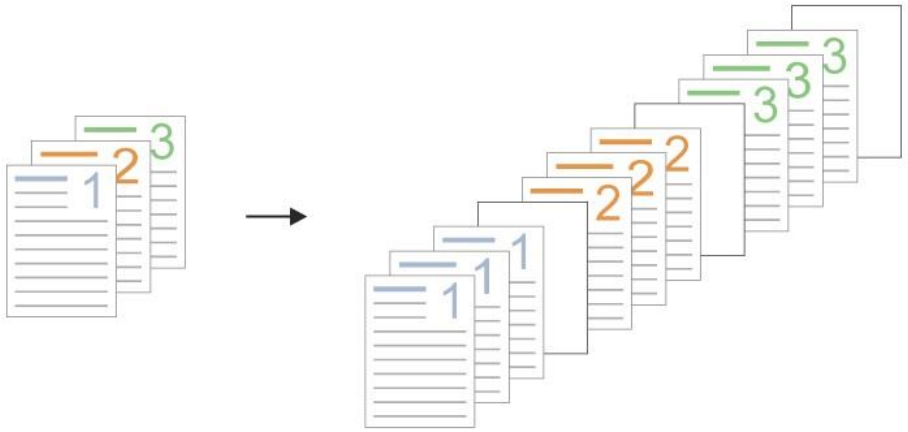


Page break between copies

1. Page break by collate



2. Non-collate multiple copies

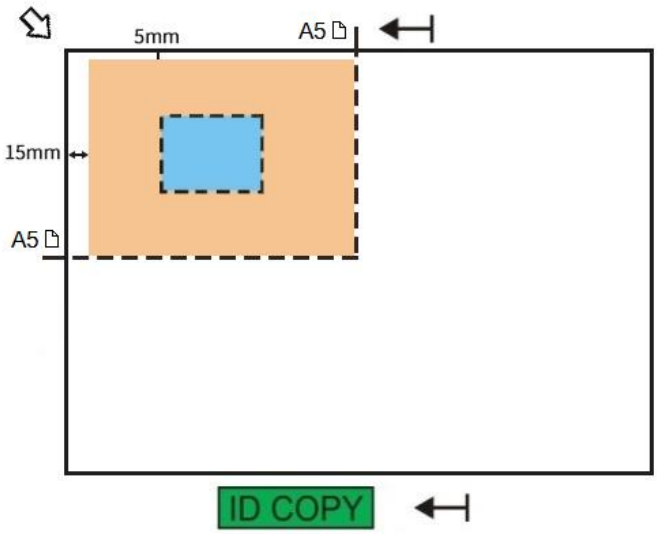


Note:• The Page Break function can be enabled in conjunction with the collate and non-collate copy functions.

• The Page Break function cannot be set together with binding and folding.

ID copy setting

Placement location: Place the certificate in the “orange area” in the upper left corner of the glass platen. Wherein, the blue area is the best position for ID copying.



Change related setting through setting menu for better copy result.

1. Select “ID Copy” button in printer control panel;
2. Determine copy setting, click “Copy” button to copy.
3. The copy effect is full up and down.

08 Scan

Before scanning, please be sure a printer driver has been installed in the computer.

Scanning mode

You may scan with the scanning application in PC via USB or wired connection. Please be sure the printer has been properly connected before scanning.

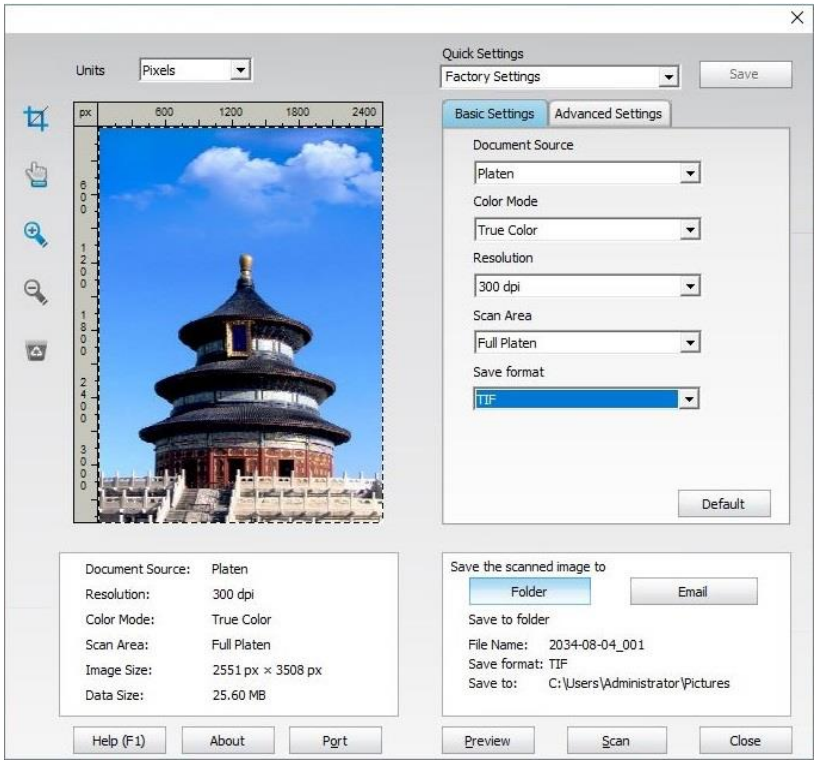
Pantum Scan Application

Operation Steps:

1. Double click on "Pantum Scan Application" on the computer, the icon is shown as below:



2. The prompt window is shown as below:



3. Set Scan in the right list. Click "Scan" on the bottom right corner and start scan.

Note: • Images scanned by Pantum scanning application software support six file types: BMP, JPG, TIF, PDF, PNG and OFD.

• You may click "Help (F1)" to open the help document of the scanning application to learn more scanning setting information.

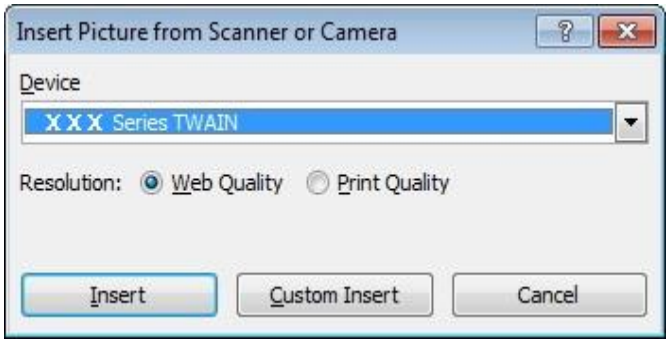
This product complies with the TWAIN and Windows Image Application (WIA) standard. If using the application which supports TWAIN and WIA standard, users can use the scan function and directly scan the images to the open application. The handbook requires Office Software (Word and Excel) and Photoshop ,for example, to show the operation.

TWAIN Scan Driver

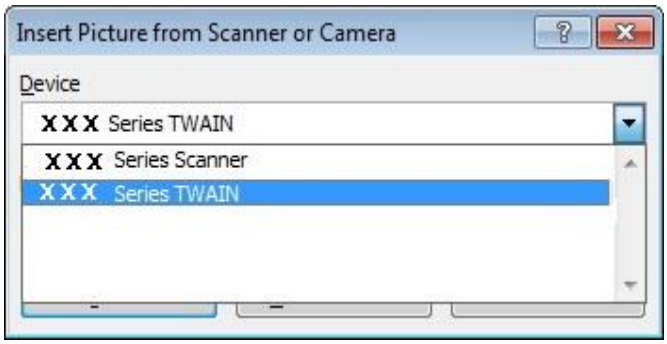
Office Software (Word and Excel)

Operation Steps:

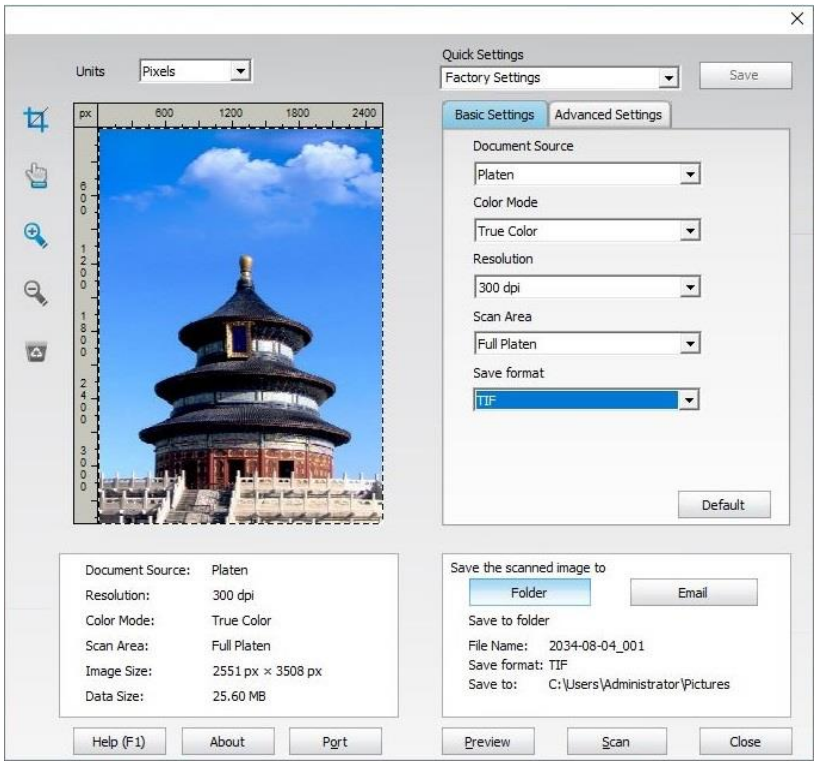
1. Open the Office software (Word or Excel).
2. Keyboard shortcuts: Alt+I+P+S to open the application's window.



3. Click on "Device" option and select TWAIN Scan, click the "Custom Insert" button below.



4. After the window pops up, set the scan information in the right list of "Basic Setting" and "Advanced Setting". Click on "Scan" and start scan.



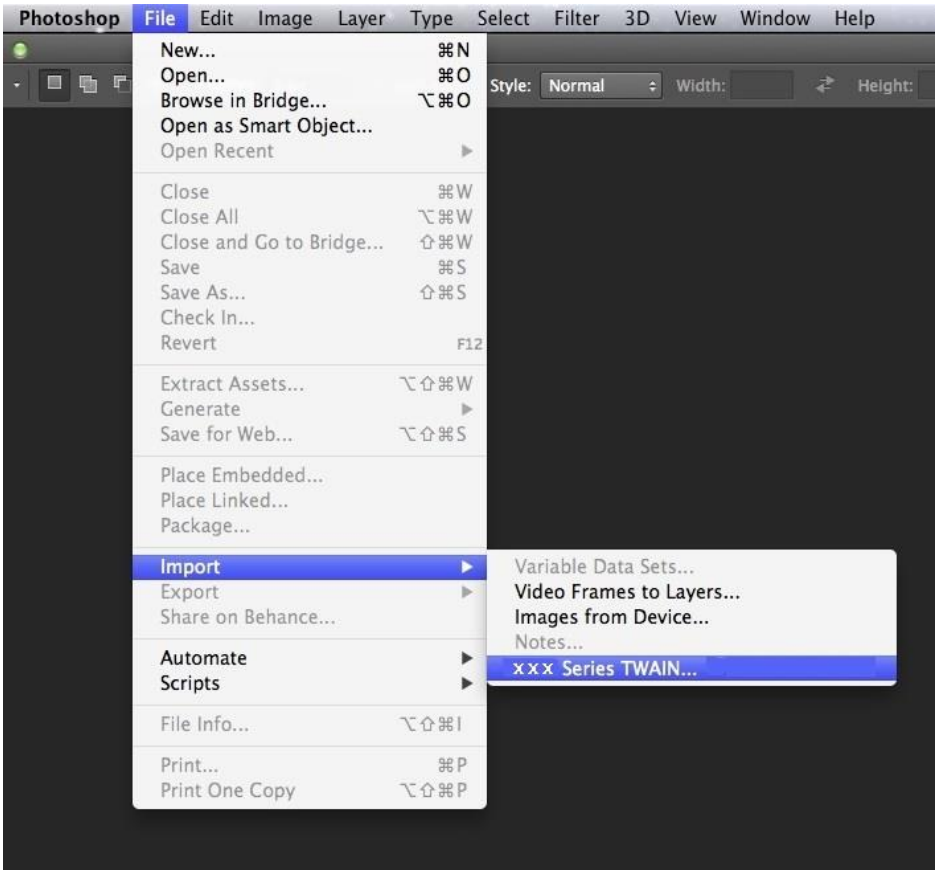
If you desire to change a scanning port, please click "Port" at the lower part of above picture to select a scanning port, as shown below:



Photoshop

Operation Steps:

1. Launch Photoshop, click on "File" – "Import" on the top left corner and select TWAIN Scan, as is shown below:



2. After the window pops up, please refer to Step 4 of Office Software (Word and Excel) to see the specific operation steps.

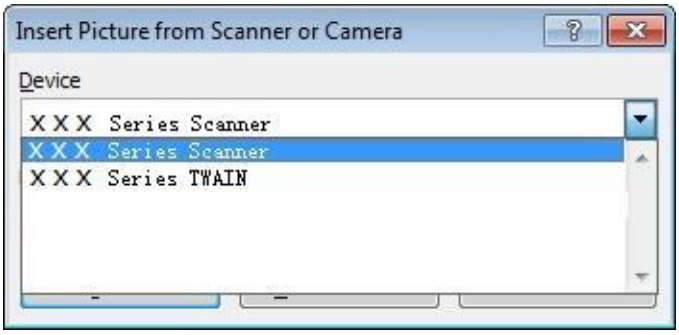
WIA Scan Driver

WIA1.0 Scan (Windows XP)

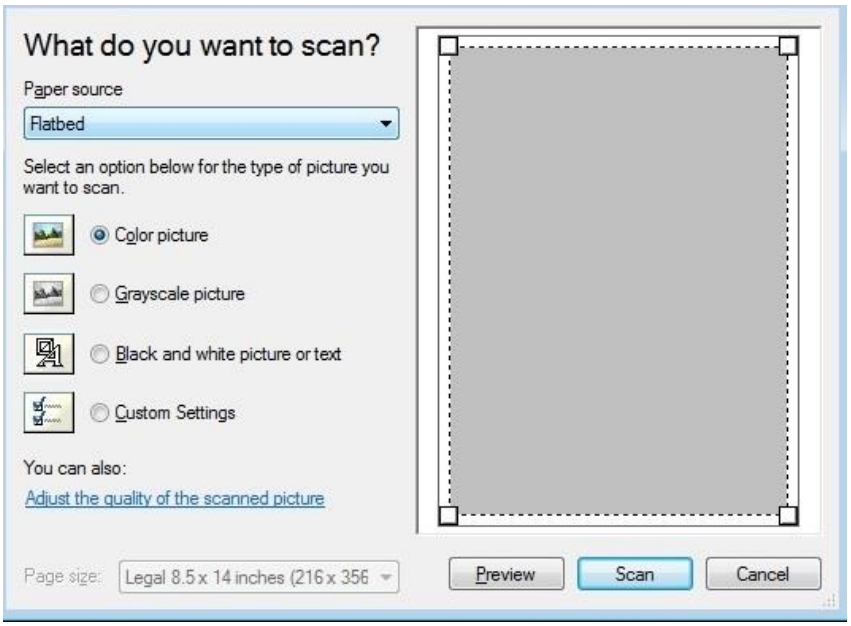
1. Office Software (Word and Excel)
Operation Steps:
1) Open the Office software (Word or Excel).
2) Keyboard shortcuts: Alt+I+P+S to open the application's window.



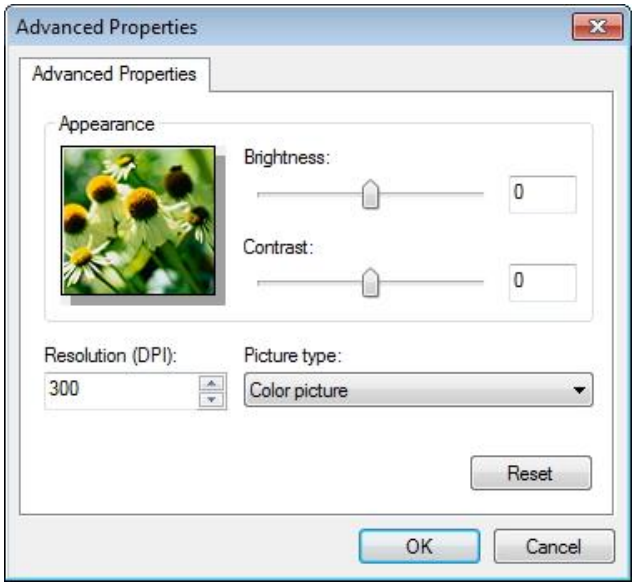
3) Click on "Device" and select WIA Scan,click the "Custom Insert" below.



4) The prompt window as is shown below, set the scan information.



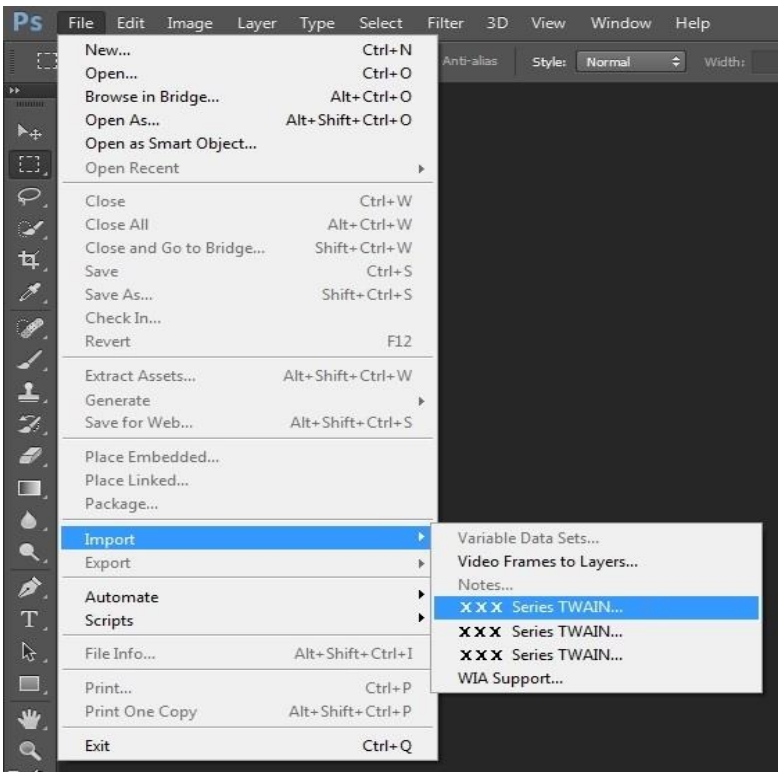
5) Click on "Adjust the Scanned Image Quality" on the bottom left corner of the above picture, the advanced properties interface will pop up, then users can set the scan; After finishing the settings, click on the "OK" button, then "Scan" button to start scan.



2. Photoshop

Operation Steps:

1) Launch Photoshop, click "File"- "Import" on the top left conrner and select WIA Scan, as is shown below:

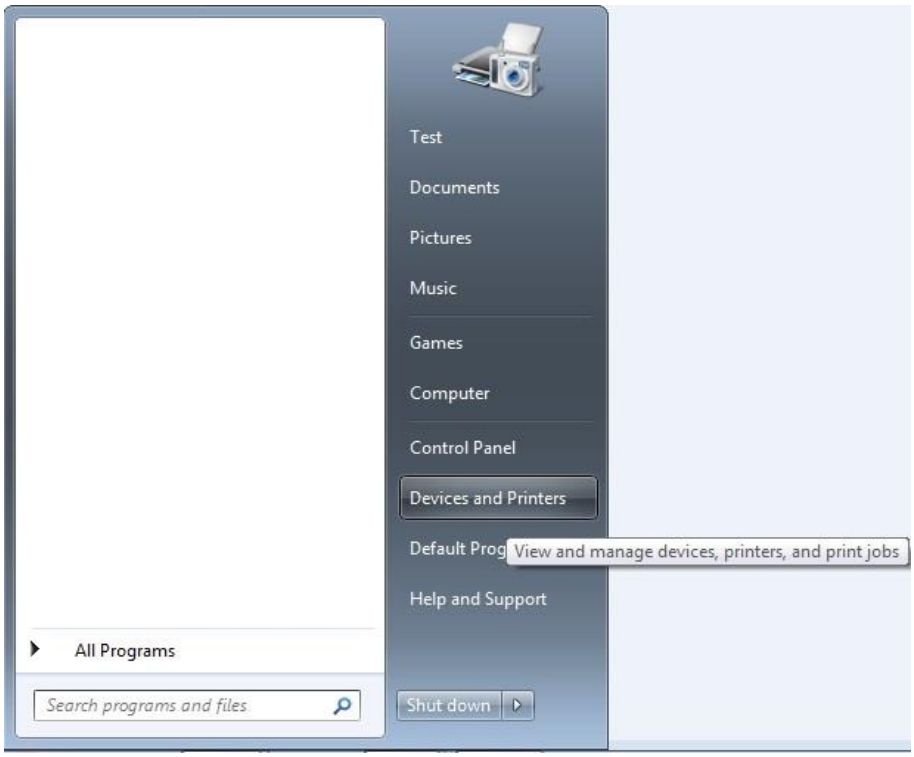


2) After the window pops up, please refer to Step 4 and Step 5 of Office Software (Word and Excel) to see the specific operation steps.

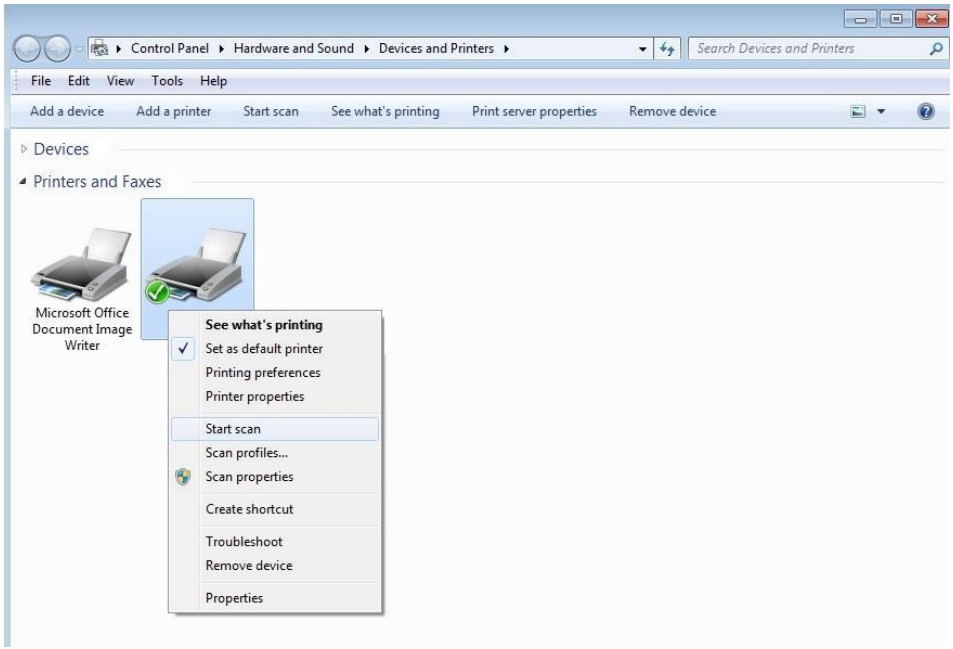
WIA 2.0 Scan (Windows 7 and later versions)

Operation Steps:

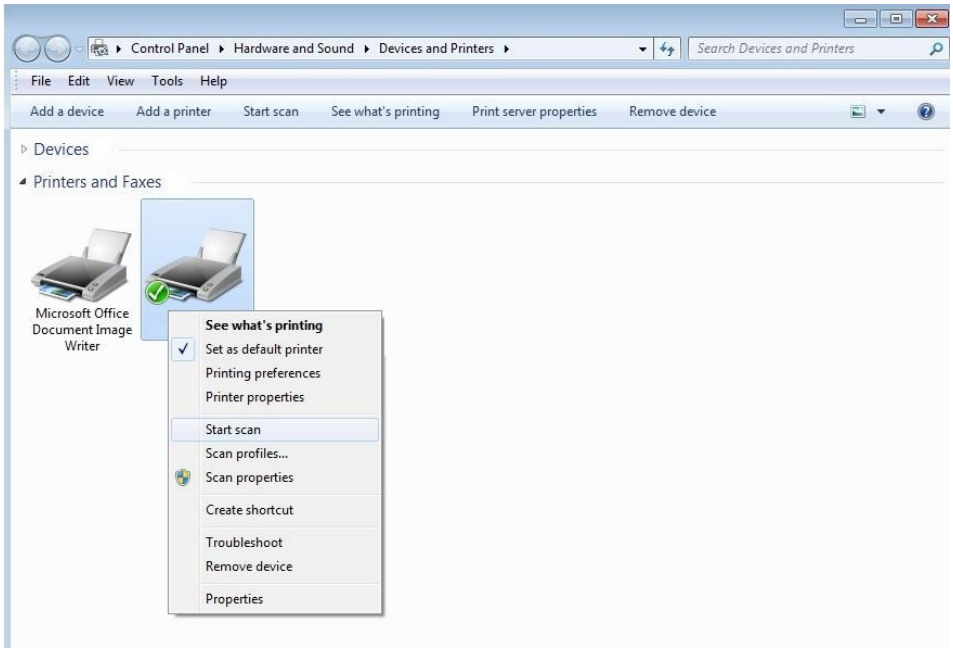
1. Click on "Start"- "All Programs"- "Device and Printer" on the left bottom of the desktop.



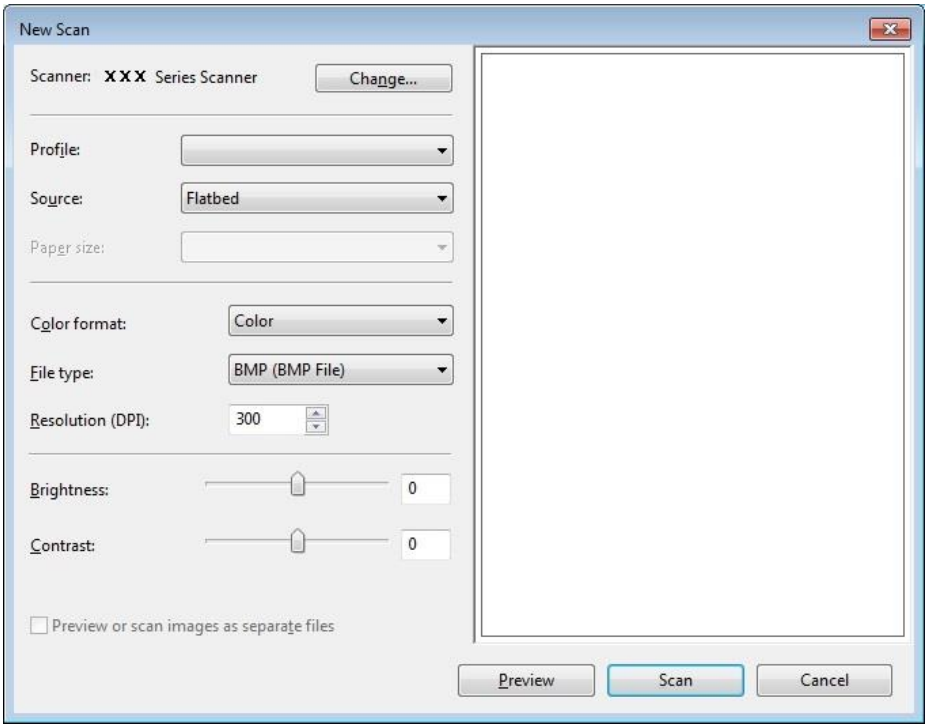
2. When the pop-up window appears, select the printer you want to use, and right click the mouse.



3. Click on "Start Scan" in the above option bar.



4. After the window pops up, set the scan and click "Scan" on the bottom right corner and start scan.



Push Scan

This section will describe contents about how to scan documents to PC by making use of the printer control panel.

Note: • The types of saved documents supported for scanning to PC are: PDF, OFD, TIFF and JPEG.

Scan to PC

You may operate the printer's control panel to scan a file to PC. (Only support connection method of USB connection line.)

1. Be sure the printer and the computer are both switched on and connected with each other properly.
2. Put an original on the glass platen or into the ADF (please see Section 2 for how to put an original).
3. Select the "Scan" button on the home screen of the printer;
4. Specify the scanning settings, and then click the "Scan" button to start scanning.
5. Place the original text in the glass platen, scan this page, then give a prompt of "Scan next page". When there is another page to scan, take away the previous one, put the next one in the glass platen, click "Scan next page". After scanning all the pages, click "End scan".

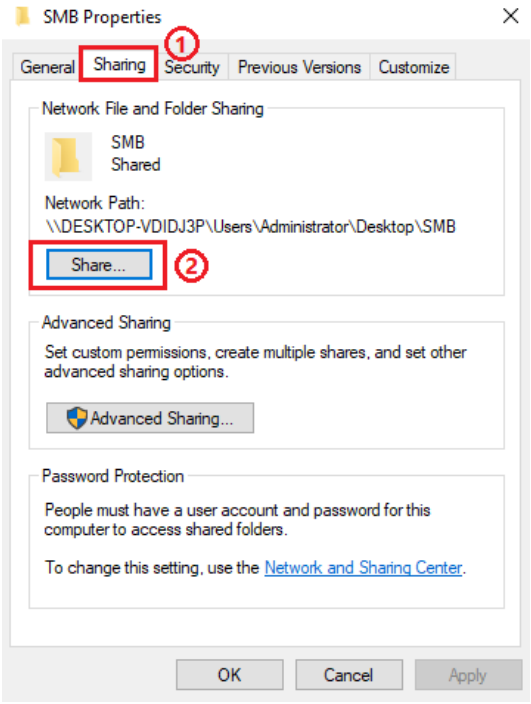
Scan to SMB

To use "Scan to SMB" function, you need to create a shared folder on the Windows or Mac computer first.

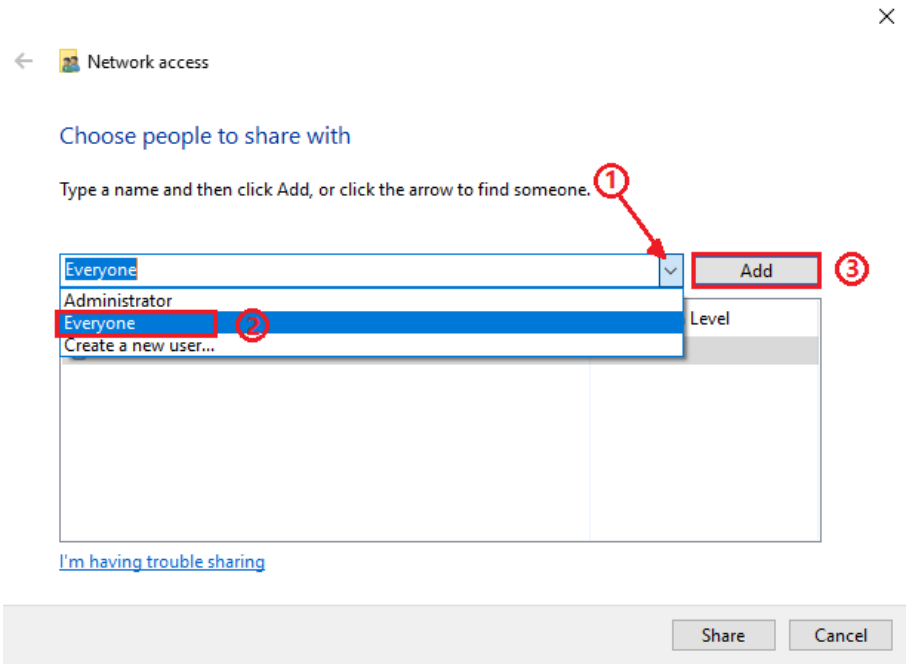
Create a shared folder

Windows 7 is taken as example for description of the following steps.

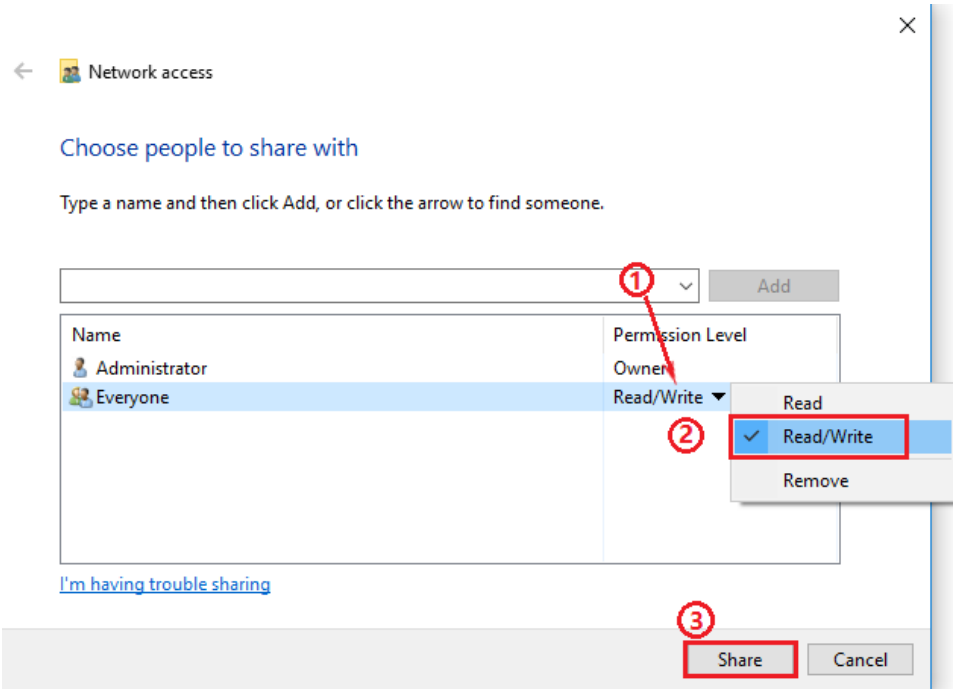
1. Right click the folder under Windows system you want to share, and select Properties.
2. Select the "Share" tab, and click "Share".



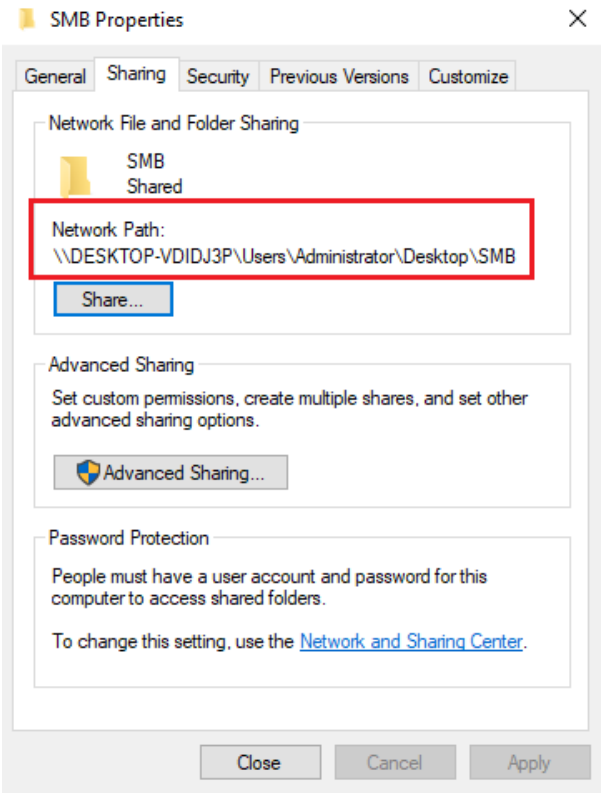
3. In the pop-up “Network Access” window, click the drop-down menu, select “Everyone”, and click “Add”.



4. Change the “Everyone” permission level added in Step (3) to “Read/Write”, and click “Share (H)” in the lower right corner.



5. If your shared folder path is displayed at the network path, it means it is successfully shared.



“Scan to SMB” configuration

1. Be sure the printer and the computer are both switched on and connected with each other properly.
2. To configure SMB address book.
3. Put an original on the glass platen or into the ADF.
4. Click “Scan - Scan to SMB” on printer control panel.
5. Select proper scan setting, click “Scan” button to make a scan.

Scan to E-mail

You may scan a black-white file as an appendix to the e-mail application, with specific operation steps as follow:

1. Be sure the printer and the computer are both switched on and connected with each other properly.
2. configure the SMTP Client.
3. configure the e-mail address book.
4. Put an original on the glass platen or into the ADF.
5. Click “Scan-Scan to Email” in printer control panel.
6. Select proper scan setting, click “Scan” button to make a scan.

Please follow these instructions on the settings for group emails:

Set the group name for group e-mail sending by webpage, and set the members, i.e.the receivers, in the group of group email. After finishing scanning, firmware will send the scanned documents to the mail server. Then mail server sends the documents to every member of the group.

Scan Settings

In order to get better scanning effect, you can change the corresponding settings from the Settings menu.

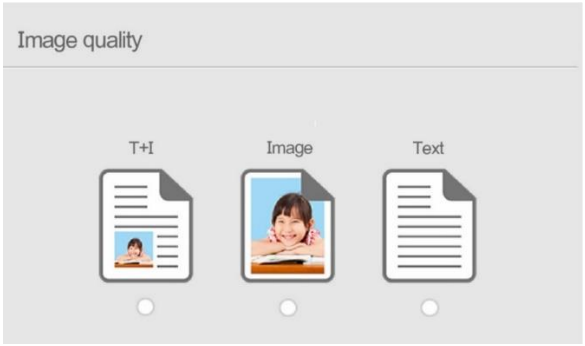
1. Select the “Scan” button on the home screen of the printer;
2. Specify the scanning settings, and then click the “Scan” button to start scanning.

Note: • After the automatic duplex has been set, the setting will revert to default when the scanning is over.
• The setting options of Scan Color, Scan Range, Resolution, Save Type, Image Quality and Advanced Portrait will revert to default if the factory reset is performed.

Image quality

Select the appropriate image quality mode according to the original you use to improve the scanning effect.

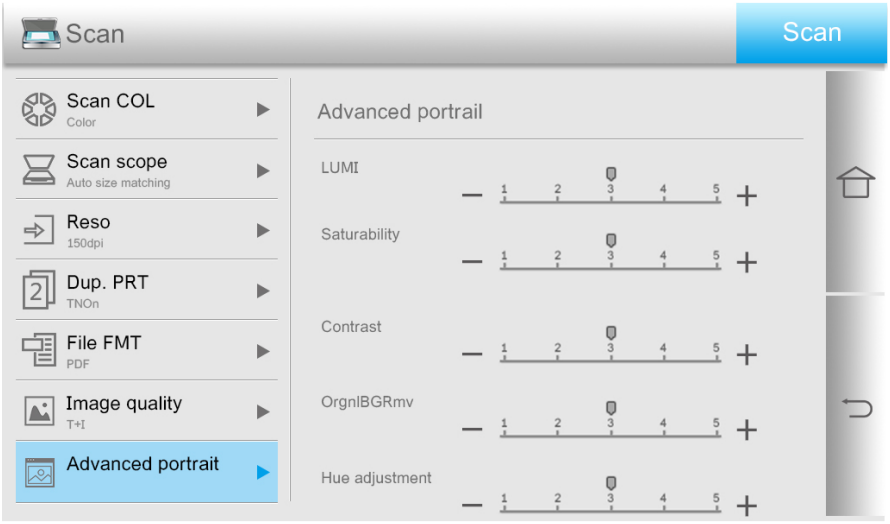
There are 3 modes in total:

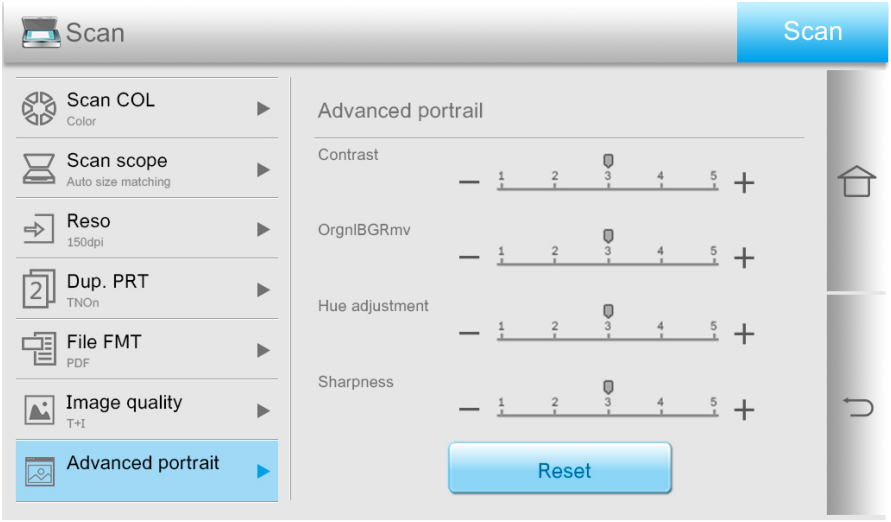


Text + image: applicable to originals with mixed text and image.
Image: applicable to original image.
Text: applicable to original text.

Advanced portrait

According to the original you use, adjust the “color balance”, “brightness”, “saturation”, “contrast”, “original background elimination”, “hue” and “sharpness” in the advanced portrait to improve the scanning effect.





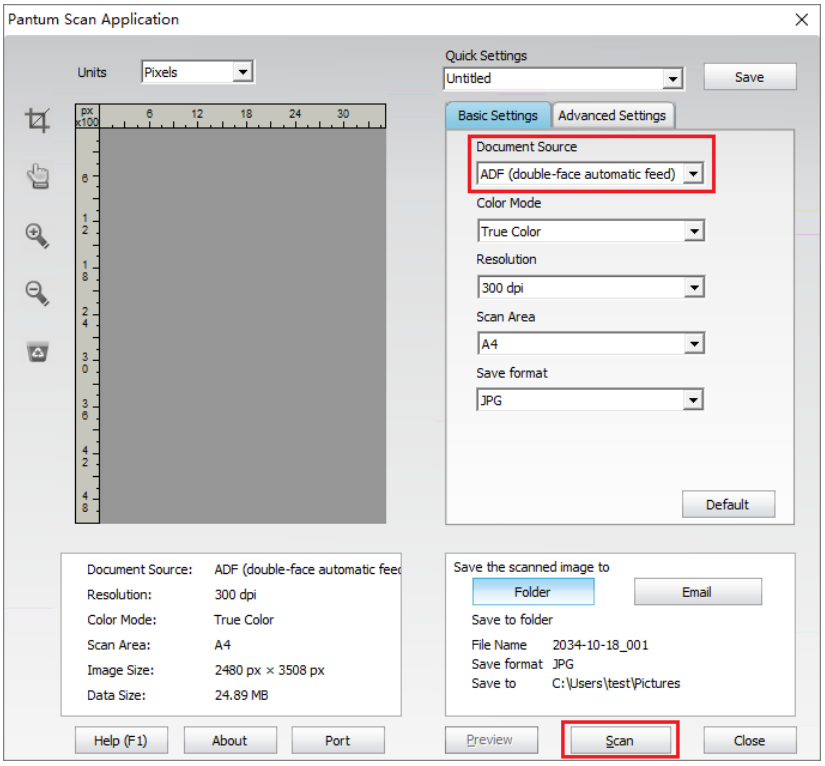
Scanning function

This machine supports ADF automatic duplex scanning. Take Pantum scanning application software as an example:

1. Place the original in ADF .

2. Recall “Pantum Scanning Application”.

3. The Scan Setting window will pop up, Select “Document Feeder (Auto Duplex)” under “Document Source” on the right side.



4. After setting the scanning parameters, click "Scan" in the lower right corner to start scanning.

Note: • This machine also supports ADF automatic duplex scanning. You can “Enable” or “Disable” this function on the Scan Setting interface of the control panel.

Cancel Scan Job

Click the “Cancel” button on the home screen to cancel the current scanning job.

09 General Settings

This Chapter mainly introduces some general settings.

Note: • The panel appearance may be a little different due to difference in type or function. All diagrams are only for reference.

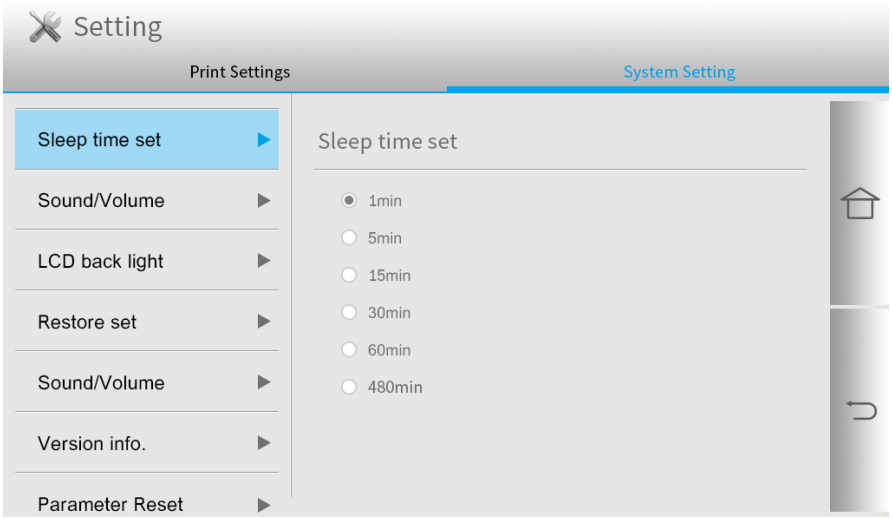
System Settings

Sleep Time Setting

Sleep mode can reduce the energy consumption of printer effectively, and “Sleep time setting” can be made in the idle time before the device enters sleep mode.

You can make the settings in the following methods as required:

1. Click the “Settings” button on the home screen to enter the “System Settings” interface.
2. Click and select “Sleep Time Setting” to set the corresponding sleep time.



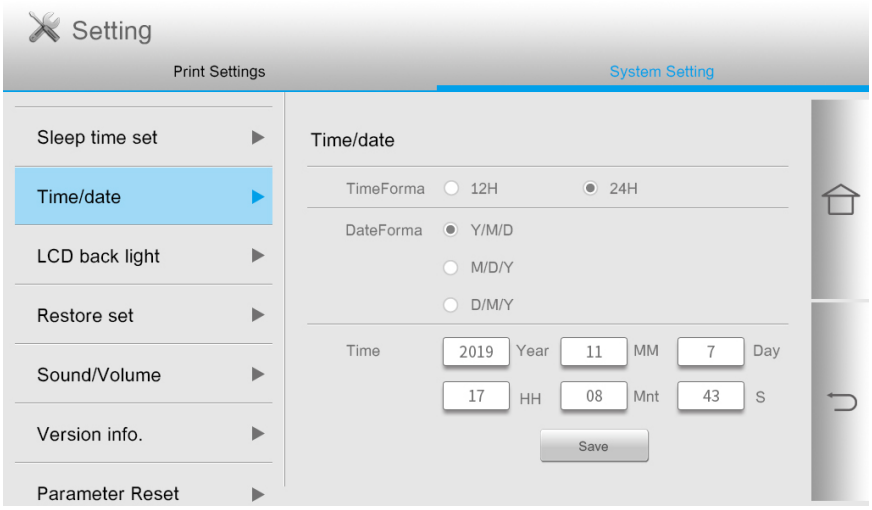
Note: • When the printer is in the sleep state, press any key to wake up the printer.

Time/date

You may set the time and date with the Time/Date option.

You can make the settings in the following methods as required:

1. Click the “Settings” button on the home screen to enter the “System Settings” interface.
2. Click and select “Time/Date” to set “Time Format”, “Date Format” and “Time”.
3. Click Save to complete the setup.

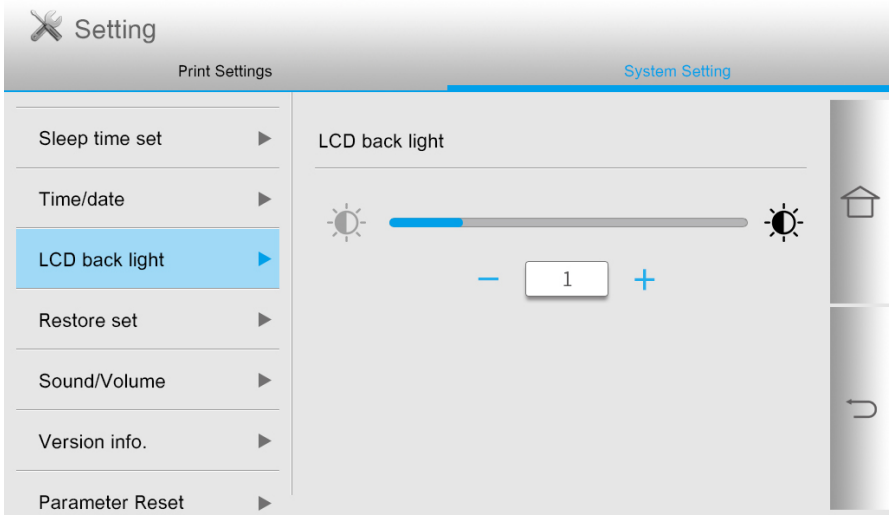


Screen brightness

“Screen luminance” is used to adjust the screen brightness of the printer panel.

You can make the settings in the following methods as required:

1. Click the “Settings” button on the home screen to enter the “System Settings” interface.
2. Click and select “Screen luminance” to adjust the screen brightness.

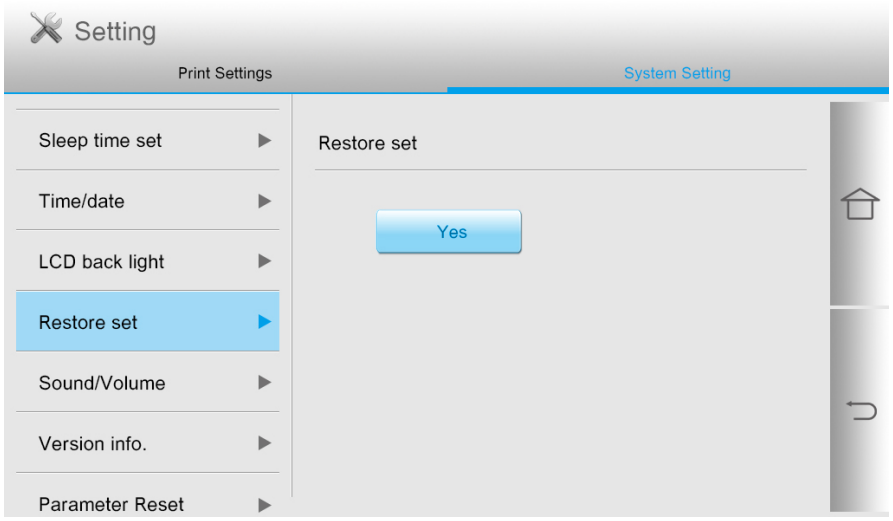


Restore Factory Settings

“Restore factory settings” is used to recover the default settings of printer. The printer will restart itself automatically after recovering factory settings.

You can make the settings in the following methods as required:

1. Click the “Settings” button on the home screen to enter the “System Settings” interface.
2. Click to select “Restore the factory defaults”, and click “Yes” to restore the factory defaults.

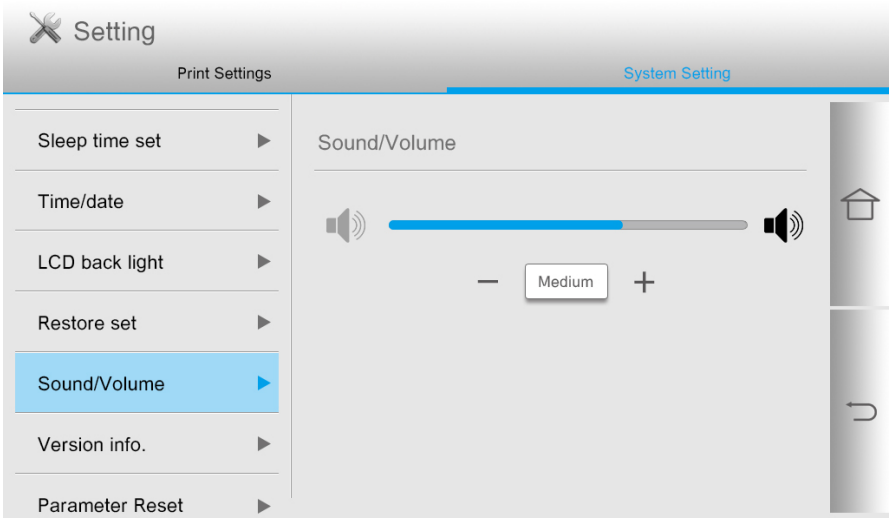


Sound/volume

You may set the up and down of sound/volume or shut down.

You can make the settings in the following methods as required:

1. Click the “Settings” button on the home screen to enter the “System Settings” interface.
2. Click and select “Sound/Volume” to adjust the volume.

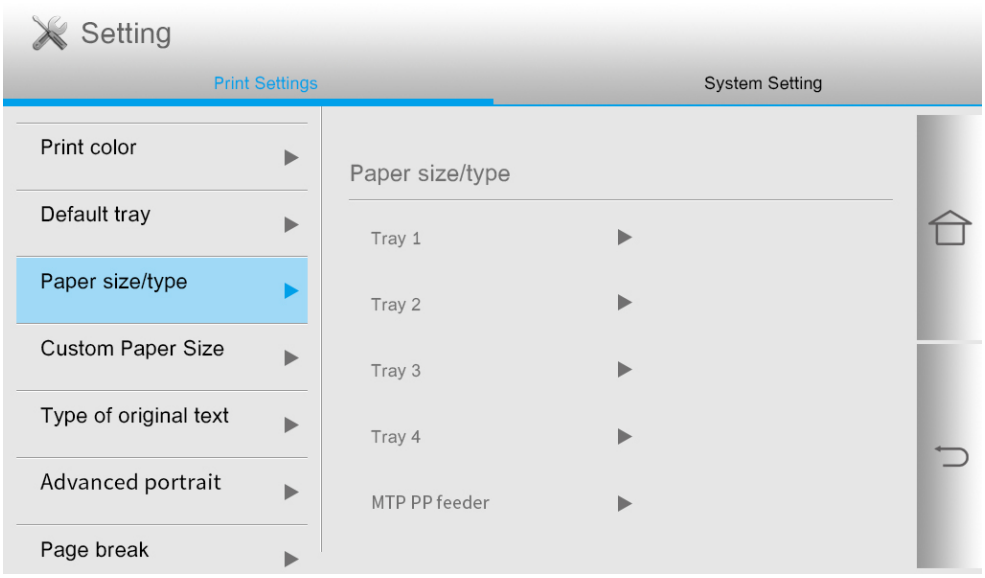


Print Settings

Paper size/type

Paper size/type can be used to set the paper size and paper type of each tray of the machine. You can make the settings in the following methods as required:

1. Click the “Settings” button on the home screen to enter the “Print Settings” interface.
2. Click and select “Paper Size/Type” to set it.

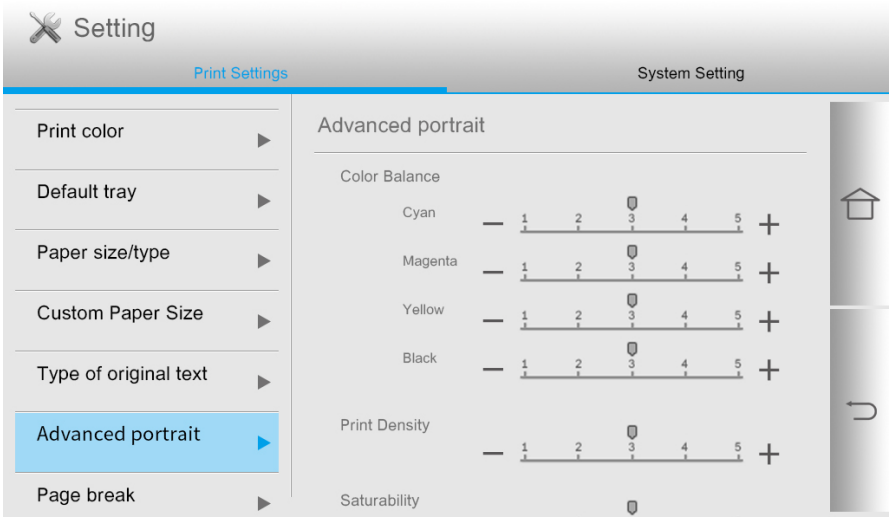


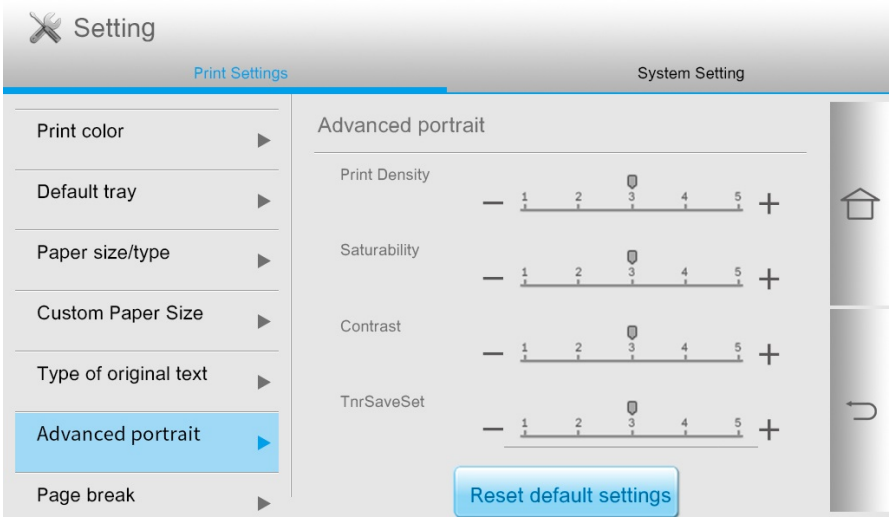
Note: • Tray 3, tray 4 and large-capacity tray are optional parts which cannot be set until they are installed.

• The paper size in the tray can be automatically identified by Tray 1, 2, 3, 4 and large-capacity tray.

Advanced portrait

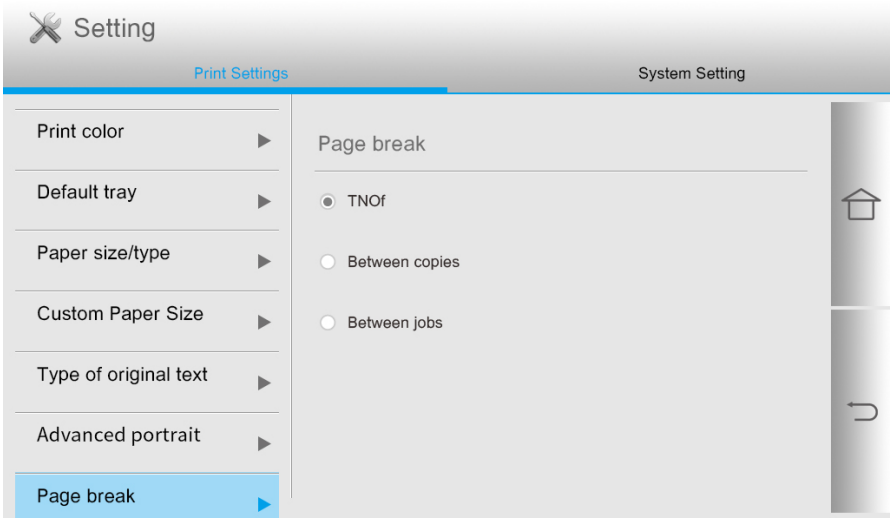
In order to get better printing effect, you can adjust “Print Density” and “Contrast” in the “Advanced Portrait”.





Page break

1. 1. Click the “Settings” button on the home screen to enter the “Print Settings” interface.
2. Click and select “Page break” to make corresponding settings.

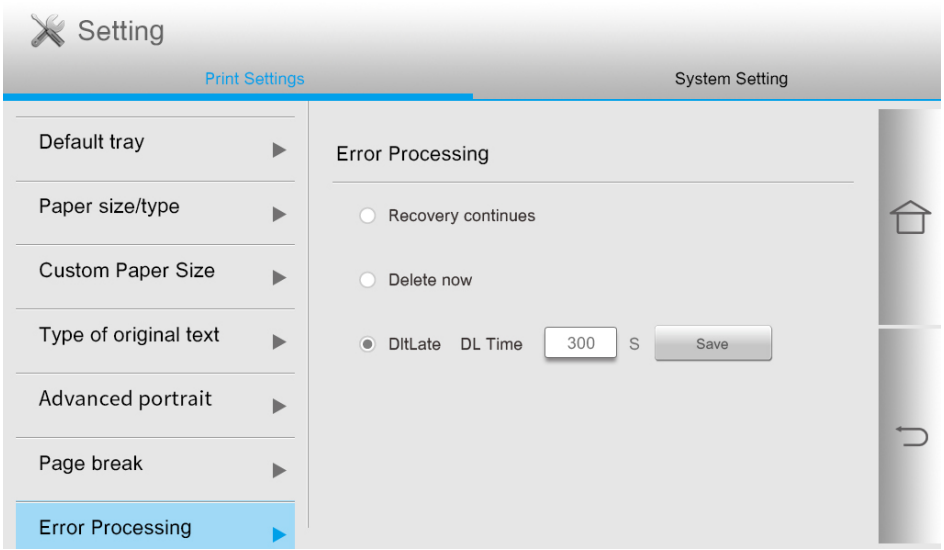


Note:• You can also set the page break directly on the computer’s Printing Preferences interface.

Error Processing

In order to ensure your printing safety, the printer will handle the print job according to your settings when there are errors such as no paper and paper jam in the printing process. The operation steps are as follows:

1. Click the “Settings” button on the home screen to enter the “Print Settings” interface.
2. Click and select “Error Processing” to make corresponding settings.

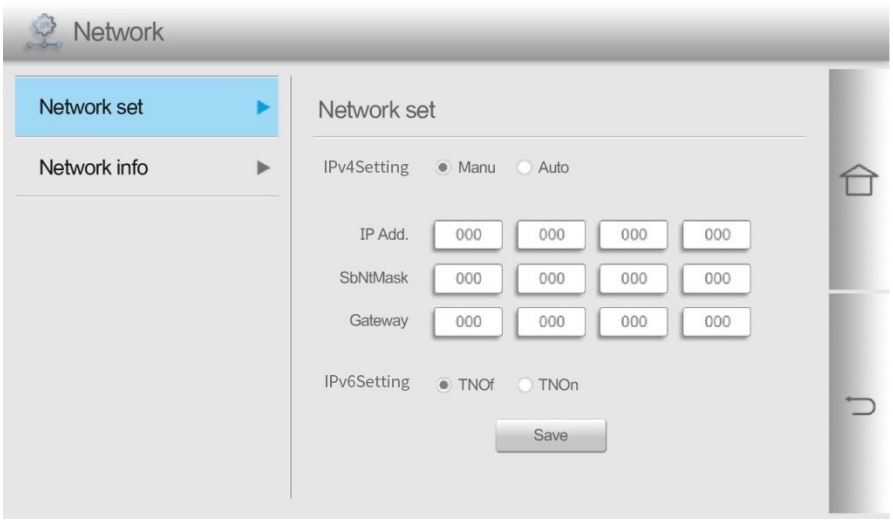


Network

Network Settings

You can check or set network through Network set.You can make the settings in the following methods as required:

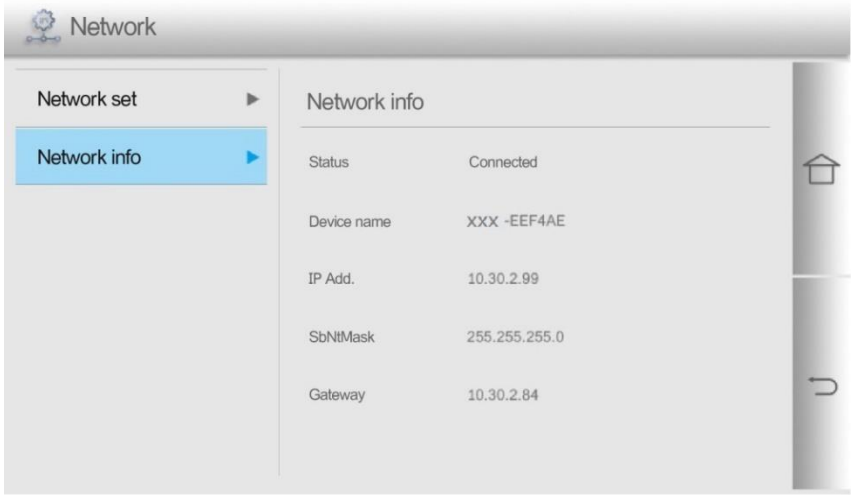
1. Click the “Network” button on the home screen to enter the “Network Settings” interface.
2. Click and select “Network Settings” to set the relevant networks.



Network Information

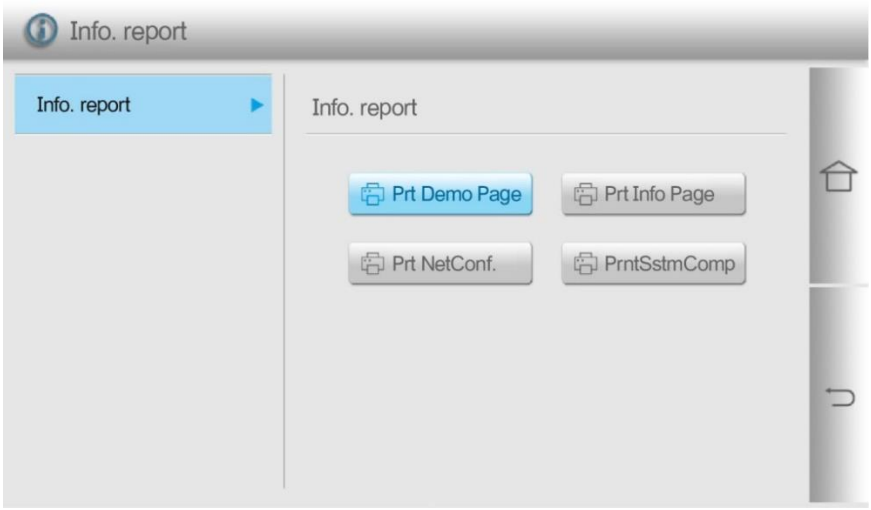
You can check the network status through Network Information.You can make the settings in the following methods as required:

1. Click the “Network” button on the home screen to enter the “Network Settings” interface.
2. Click and select “Network Information” to check the corresponding network information.



Information report

You can print information report by operating the Control Panel. These pages can help you get to know product information.
You can make the settings in the following methods as required:
1. Click the “Information Report” button on the home screen to enter the “Information Report” interface.
2. In the Information Report interface, you can print the product report as needed.

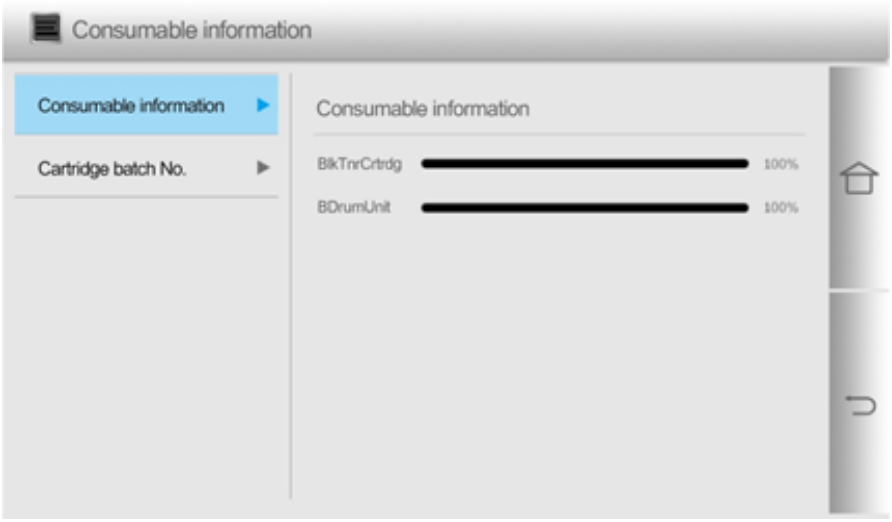


The printable product reports include Print Demo, Print Information, Print Network Configuration and Print System Components.

Note: • The product report of the model you actually use may differ from the above product report.

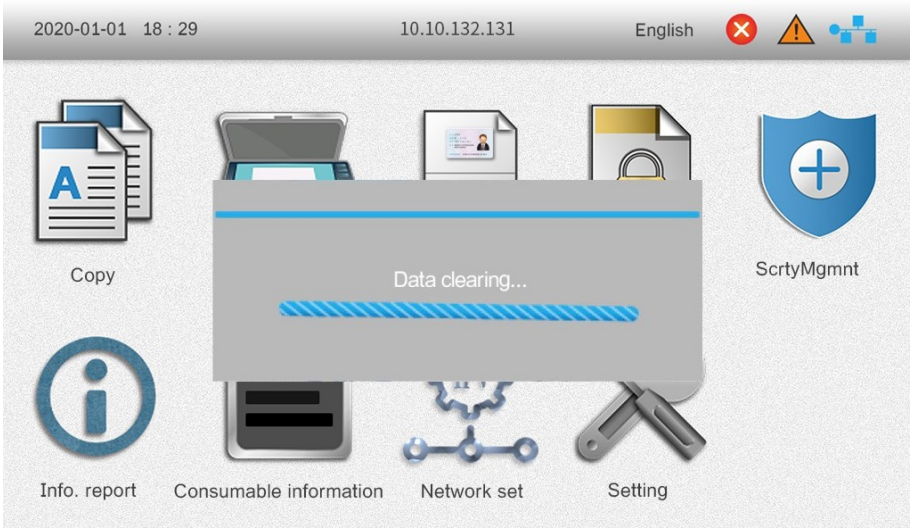
Consumable information

You can check the batch number of consumables from the consumables information displayed on the home screen of the printer.You can make the settings in the following methods as required:
1. Click the “Consumables Information” button on the home screen to enter the “Consumables Information” interface.
2. In the “Consumables Information” interface, you can check the remaining amount of toner and other information.



Data clearing function

In order to ensure the security of user data, the printer will automatically remove the residual latent image from the photosensitive device OPC and the printer memory data during printing and copying, and prompt the data clearing status on the printer’s control panel.
You can also manually clear the data by pressing the Cancel button on the control panel.
The control panel displays the following:



10 Routine Maintenance

Note: • Druckeraussehen konnte unterschiedlich wegen seine Modelle sein. Die schematische Darstellung ist nur zum Informationszwecken.

Cleaning the Printer

Note: • Cut off the power supply of the printer before cleaning.
• Please use mild detergents.
• Some parts of the printer are still in high temperature within a short time after use. To prevent burns, please don't directly touch places labled with high temperature warning in contact with internal components after opening the printer's front or rear cover.
• Be careful with printer screen when operating against pressing harshly or damaging touch screen. Clean the screen with soft dry cloth or cloth with mild detergent or ethyl alcohol rather than any organic solvent, acidic or alkaline solution.

Please use mild detergents

Note: • To avoid the risk of electrical shock when cleaning the exterior of the printer, unplug the power cord from the electrical outlet and disconnect all cables from the printer before proceeding.
• Please perform this job every few months.
• Damage to the printer caused by improper handling is not covered by the printer warranty.

1. Turn off the printer, and then unplug the power cord from the electrical outlet.
2. Take out the paper from the standard output support and multi-purpose paper feeder.
3. Remove any dust, lint, and pieces of paper around the printer using a soft brush or vacuum.
4. Wipe the outside of the printer with a damp, soft, lint-free cloth

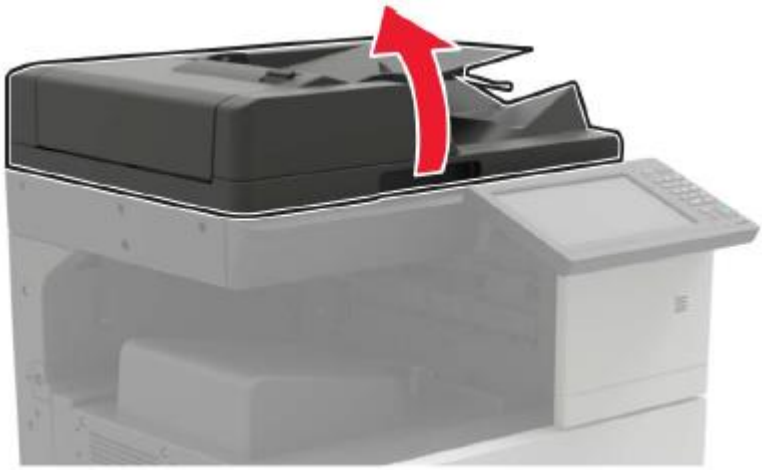
Note: • Do not use household cleaners or detergents, as they may damage the surface of the printer.
• Make sure that all areas of the printer are dry after cleaning.

5. Connect the power cord to the electrical outlet, and then turn on the printer.

Note: • To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

Clean the scanner

1. Open the scanner cover.



2. Wipe the following areas with a piece of soft and lint-free wet cloth:

• ADF Glass:



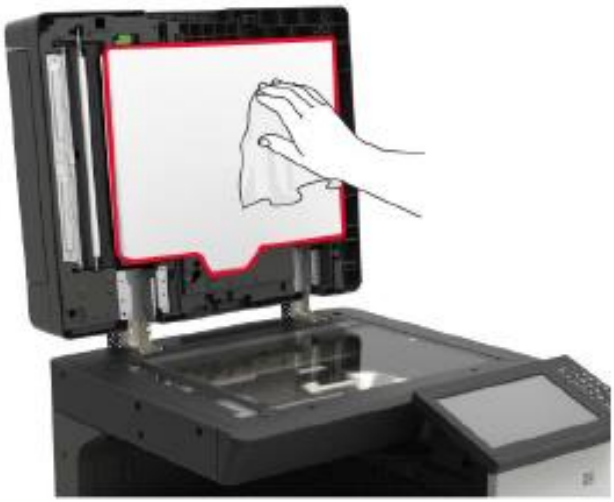
• ADF glass mat:



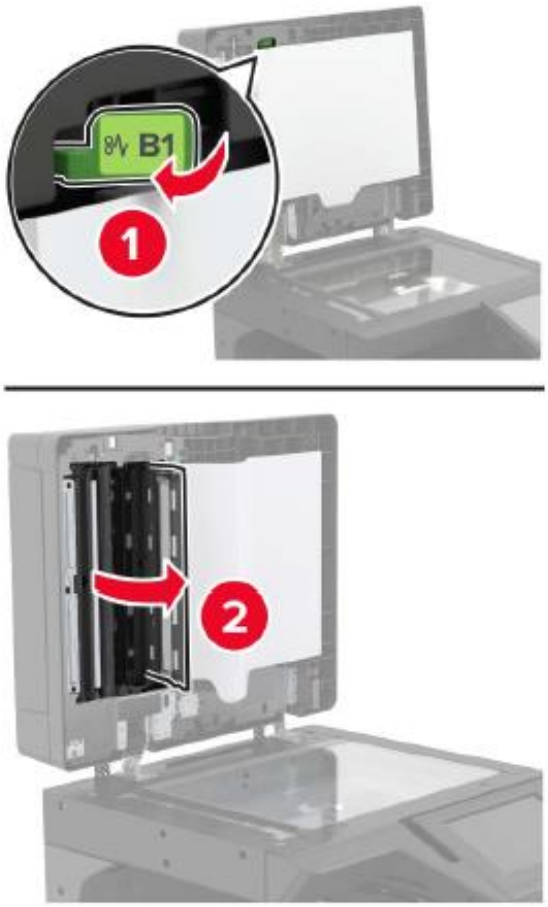
• Scanner glass:



• Scanner glass mat:

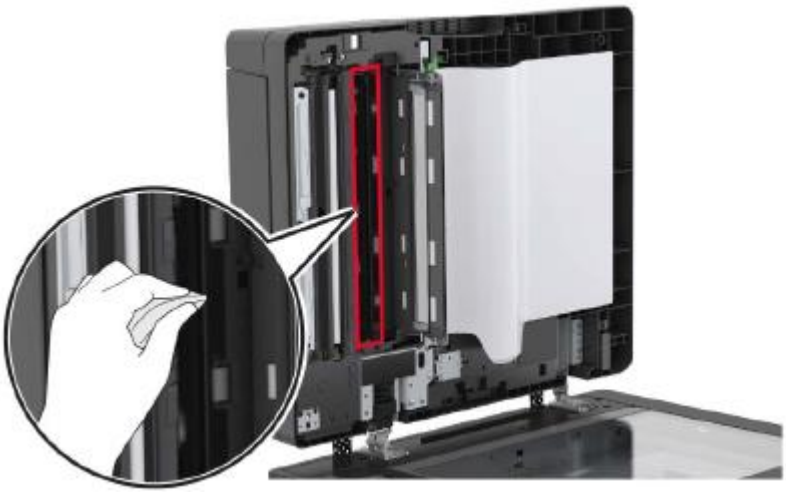


3. Open the door B1.

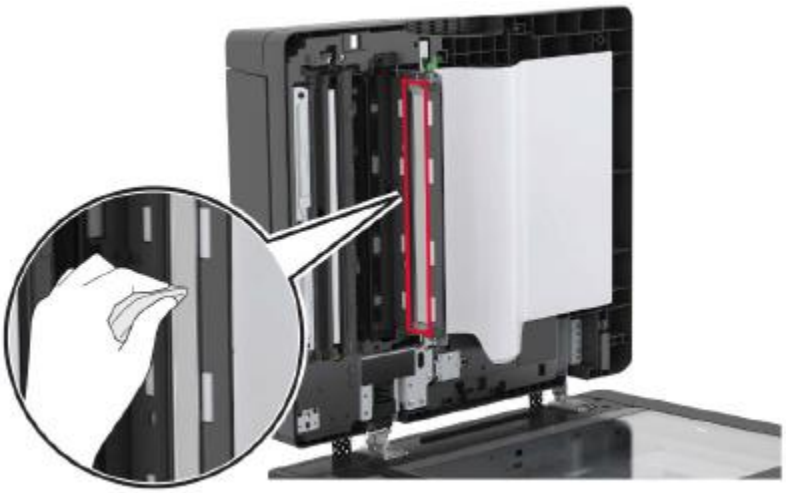


4. Wipe the following areas:

• ADF glass in door B1



• ADF glass mat in door B1



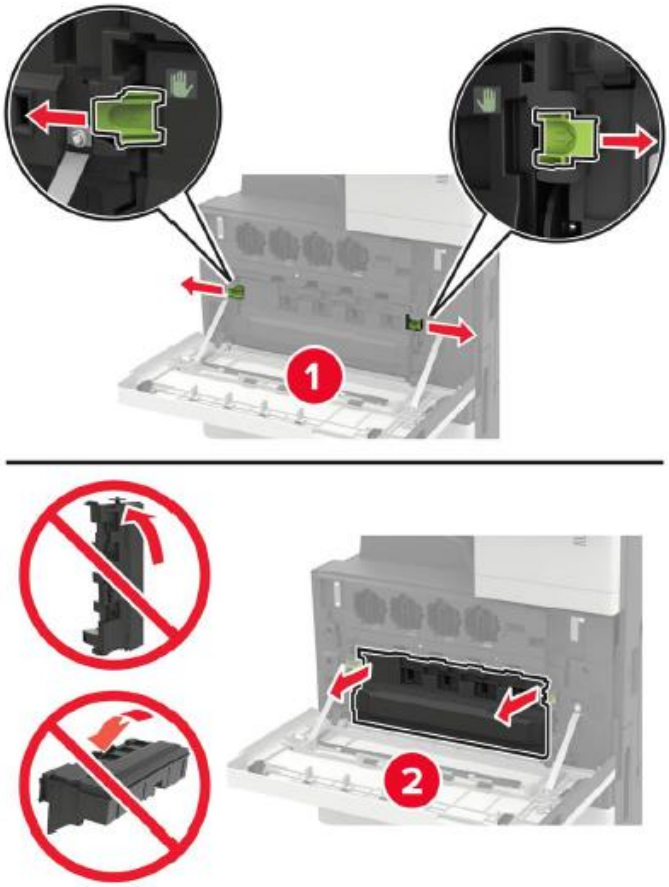
5. Close the cover.
6. Wipe the sensor area with a clean and wet cotton swab.



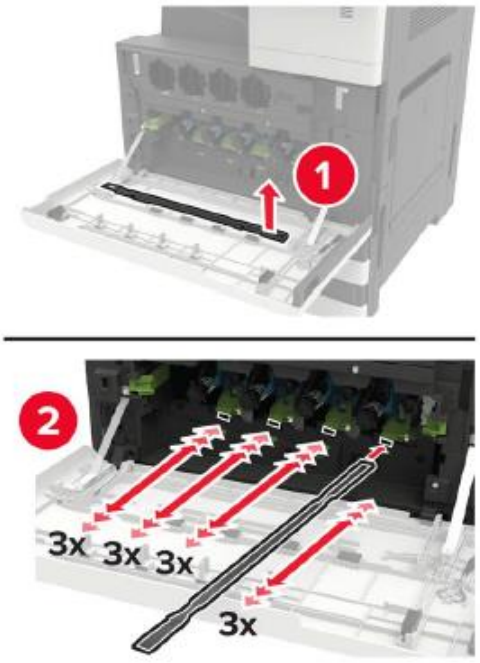
7. Close the scanner lid.

Clean print head lenses

1. Open the door A.
2. Remove waste toner bottles.

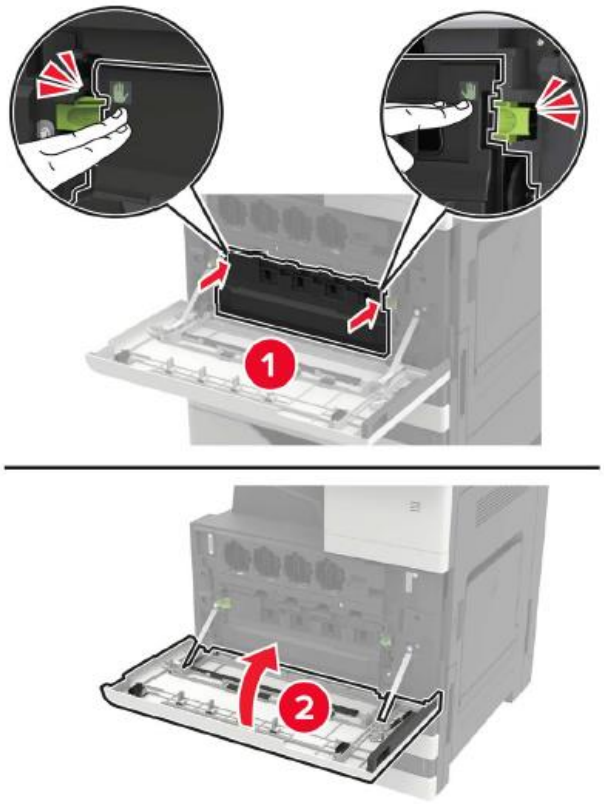


3. Clean the print head lenses with the print head brush.



4. Insert the brush blade back to its original place.

5. Insert the waste toner bottle and close the door.



Empty the punching box

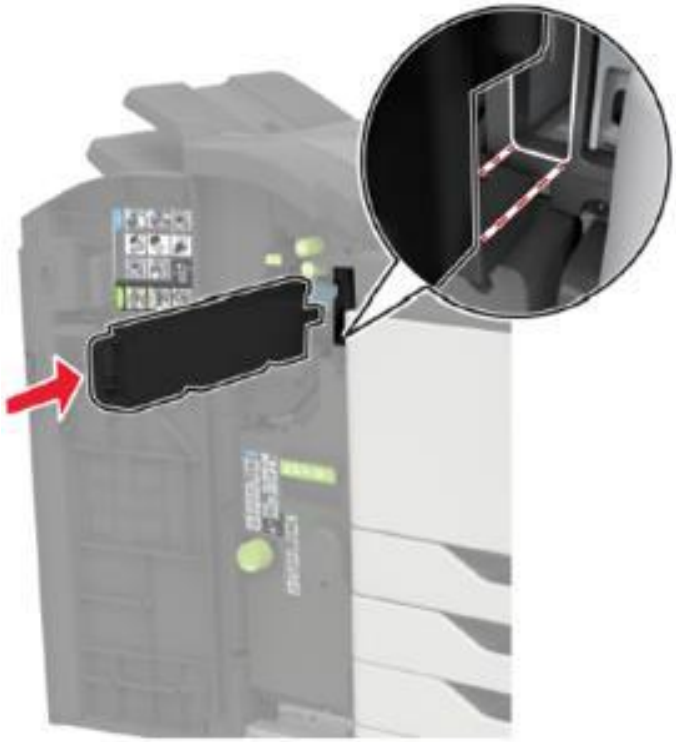
1. Open the door H.



2. Remove and then empty the punching box.



3. Insert the punching box.

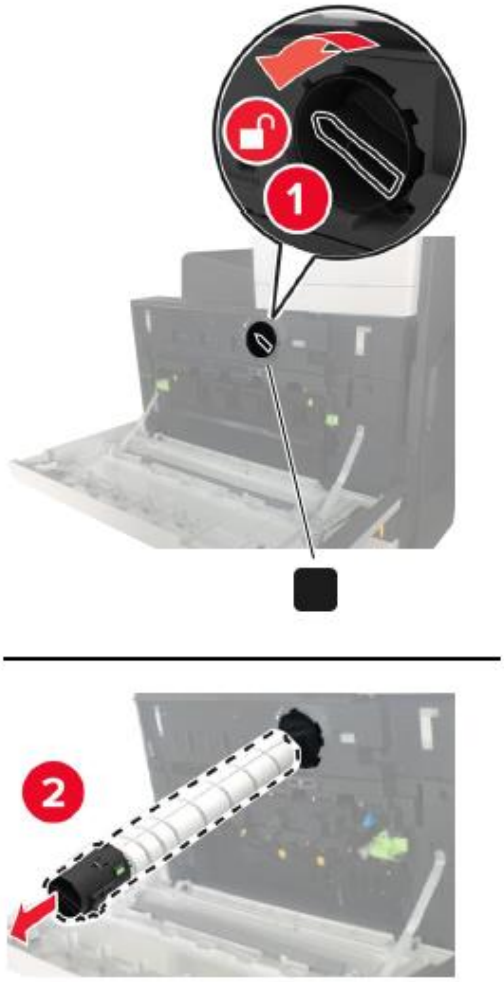


4. Close the cover.

Replacing parts and consumables

Replace the toner cartridge

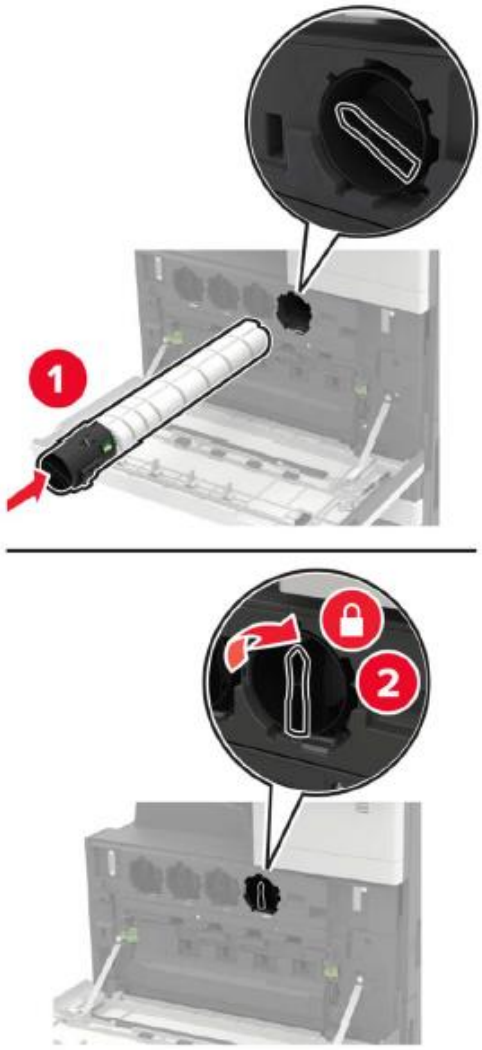
1. Open the door A.
2. Remove the toner cartridge.



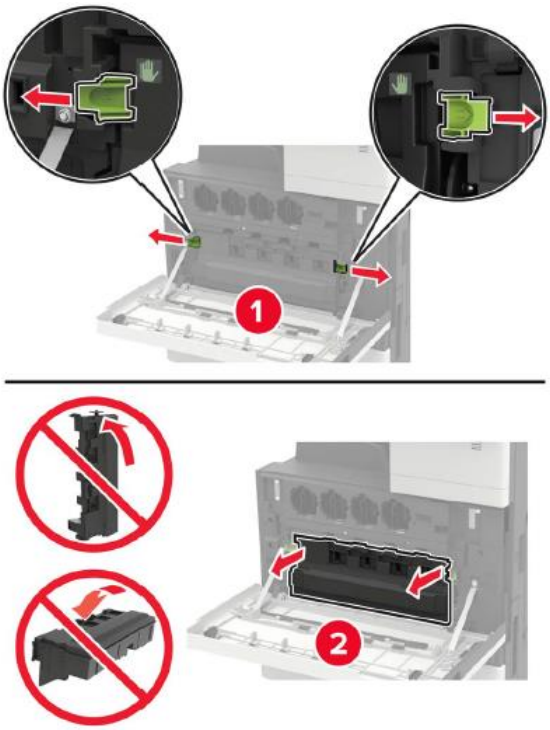
3. Unpack the new toner cartridge.
4. Shake the toner cartridge three times.



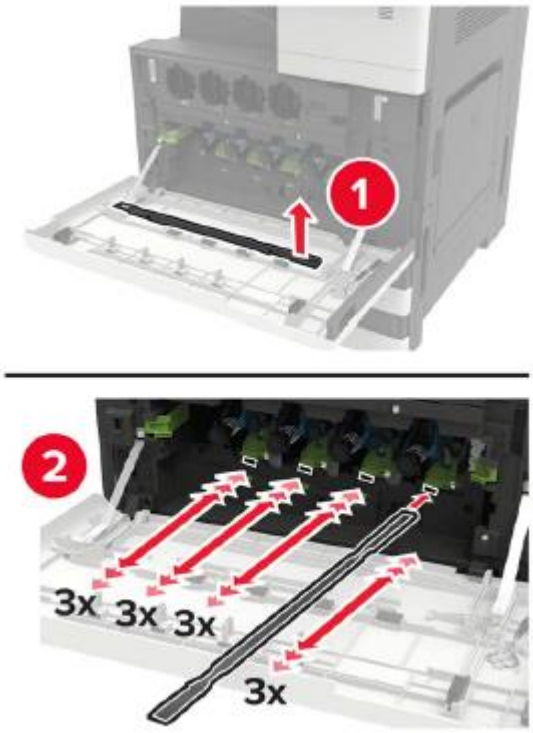
5. Insert a new toner cartridge.



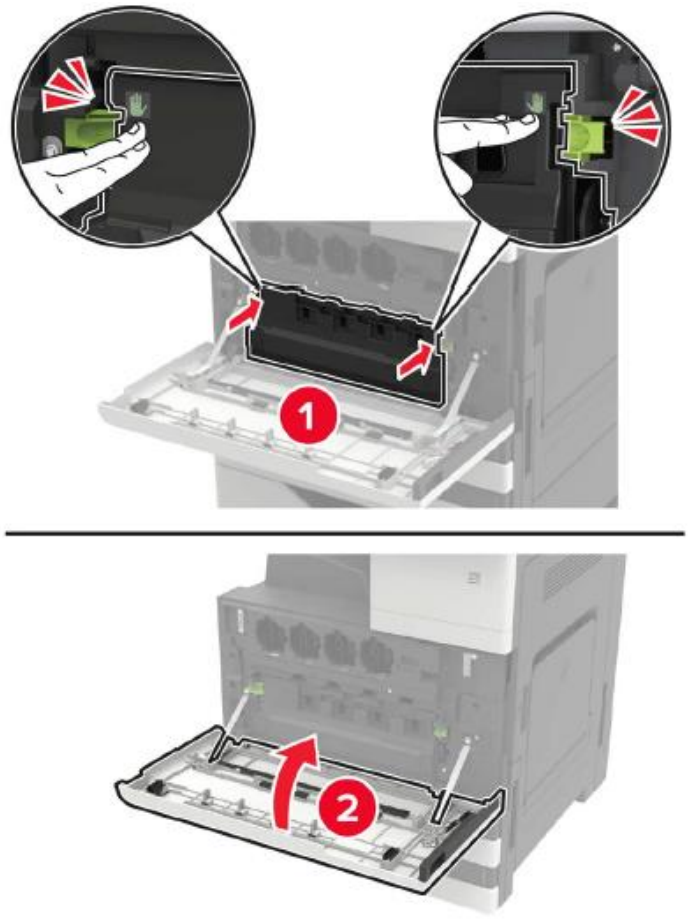
6. Remove waste toner bottles.



7. Clean the print head lenses with the print head brush.

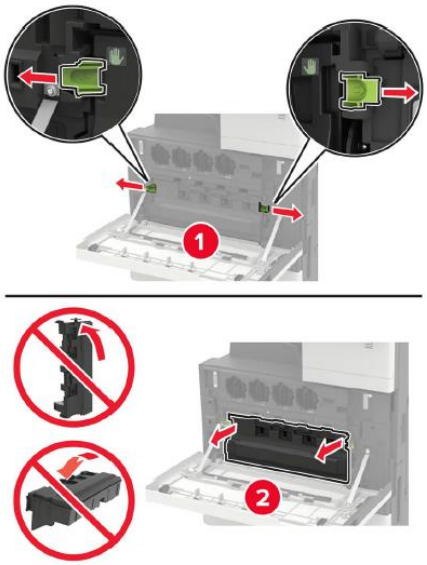


8. Insert the brush blade back to its original place.
9. Insert the waste toner bottle and close the door.



Replace photosensitive drum

1. Open the door A.
2. Remove waste toner bottles.



3. Remove the photosensitive drum.

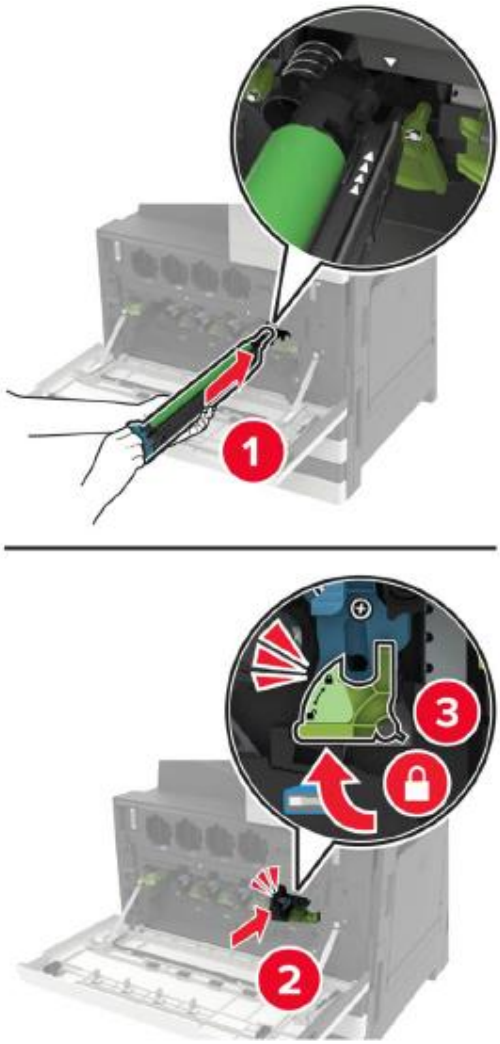
Note: • Some parts of the printer are easily damaged by static electricity. Touch the metal surface in an area away from the symbol before touching any part or assembly in an area marked with an electrostatic sensitive symbol.



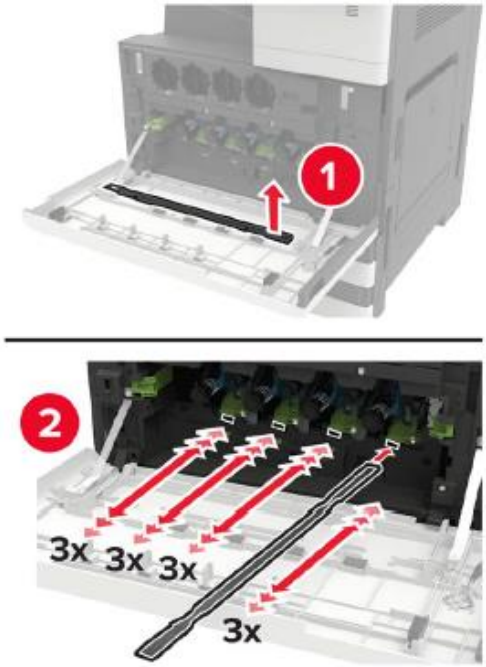
4. Unpack the new photosensitive drum.

Note: • Do not expose the photosensitive drum to direct sunlight for more than 1 minute. Prolonged exposure to light may lead to print quality problems.
• Do not touch the photosensitive drum. Otherwise, the quality of future print jobs will be affected.

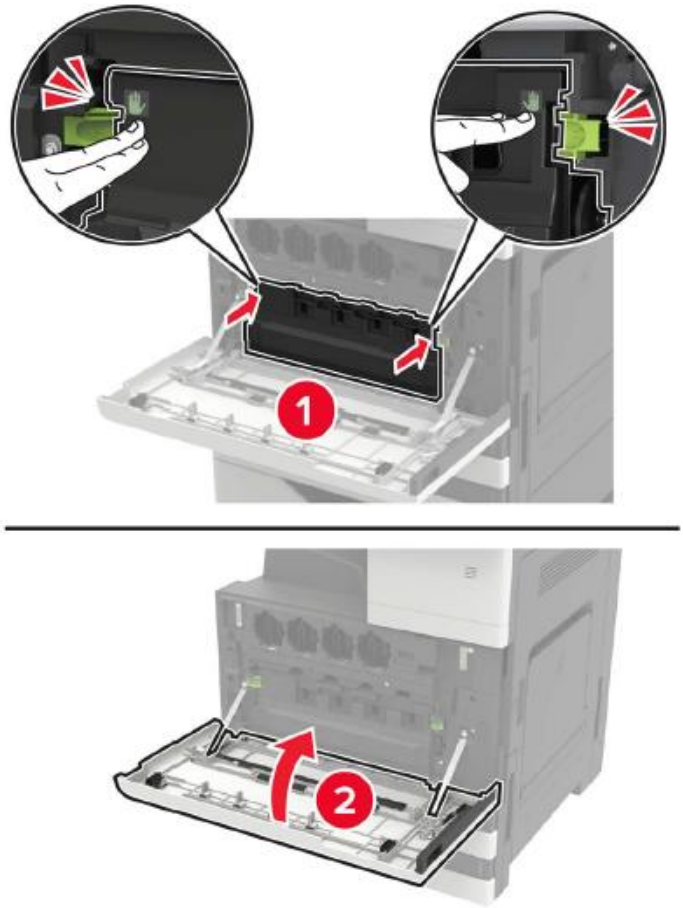
5. Insert a new photosensitive drum.



6. Clean the print head lenses with the print head brush.

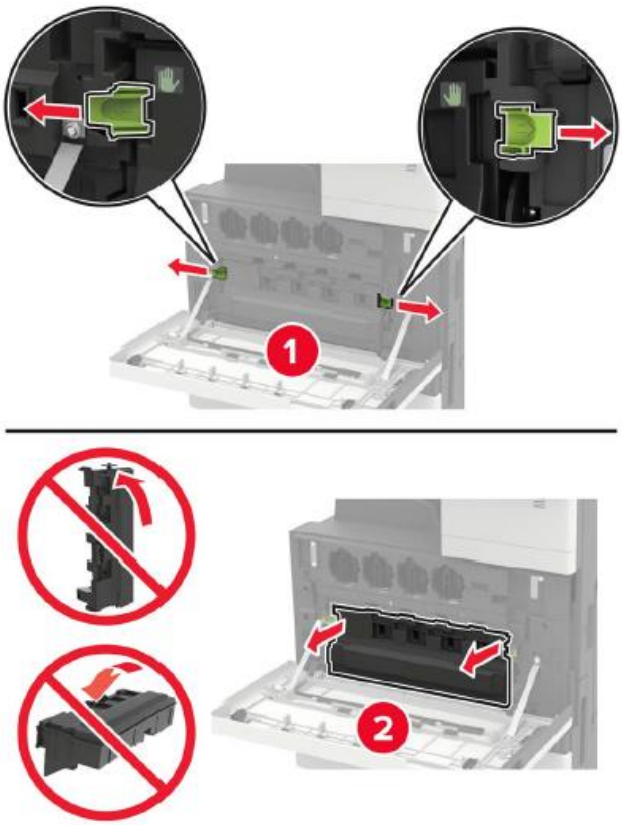


7. Insert the brush blade back to its original place.
8. Insert the waste toner bottle and close the door.

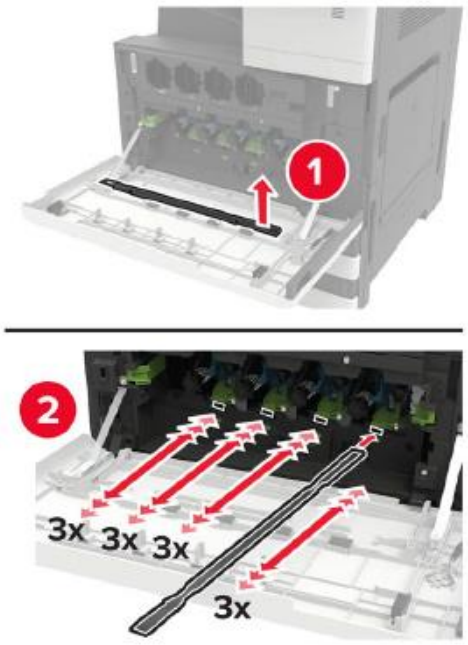


Replace waste toner bottles

1. Open the door A.
2. Remove waste toner bottles.

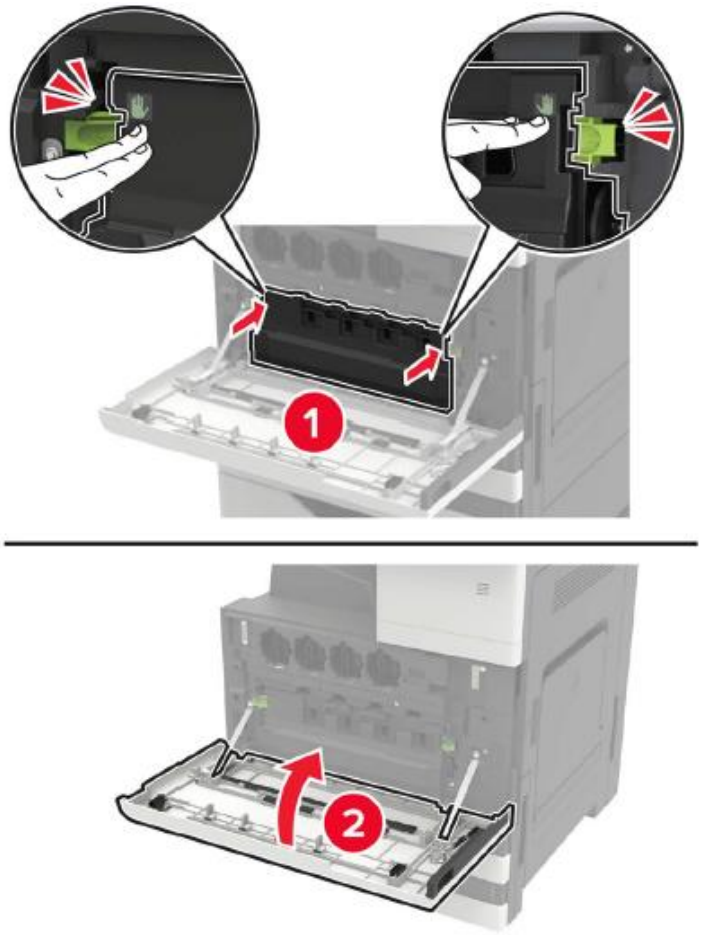


3. Clean the print head lenses with the print head brush.



4. Insert the brush blade back to its original place.
5. Unpack the new waste toner bottle.

6. Insert a new waste toner bottle and close the door.



Replace paper pickup, paper feed and separation rollers



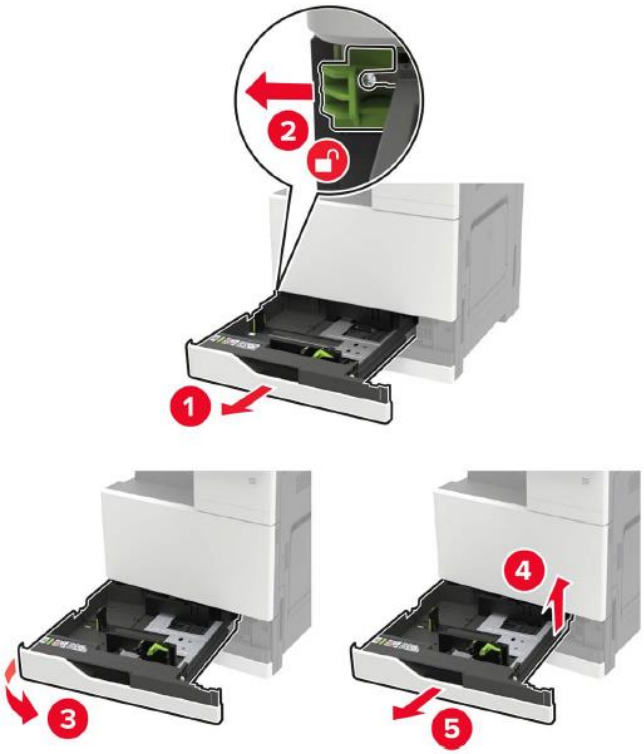
1	Paper pickup roller
2	Paper feed roller
3	Separation roller

1. Power off the printer.



2. Remove all trays.

• Standard tray



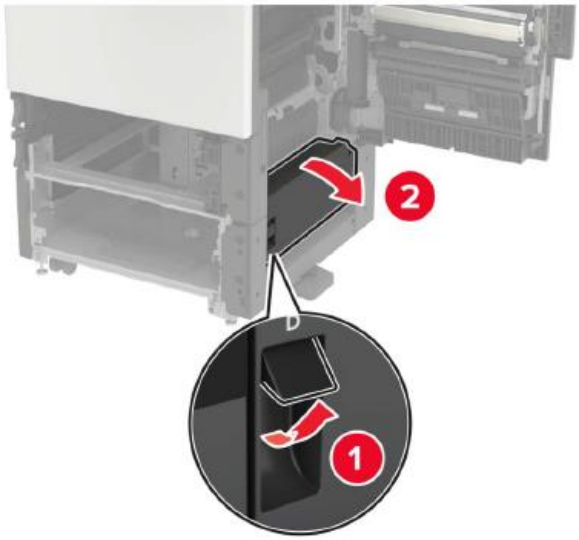
3. Open the door C.

Note: • Make sure that the door does not hit any cables connected to the printer.
• If the 3000-sheet tray has been installed, slide the tray to the right to open the door.
• The inside of the printer may be very hot. To avoid being burned by heating components, please wait for the surface to cool before touching the components.

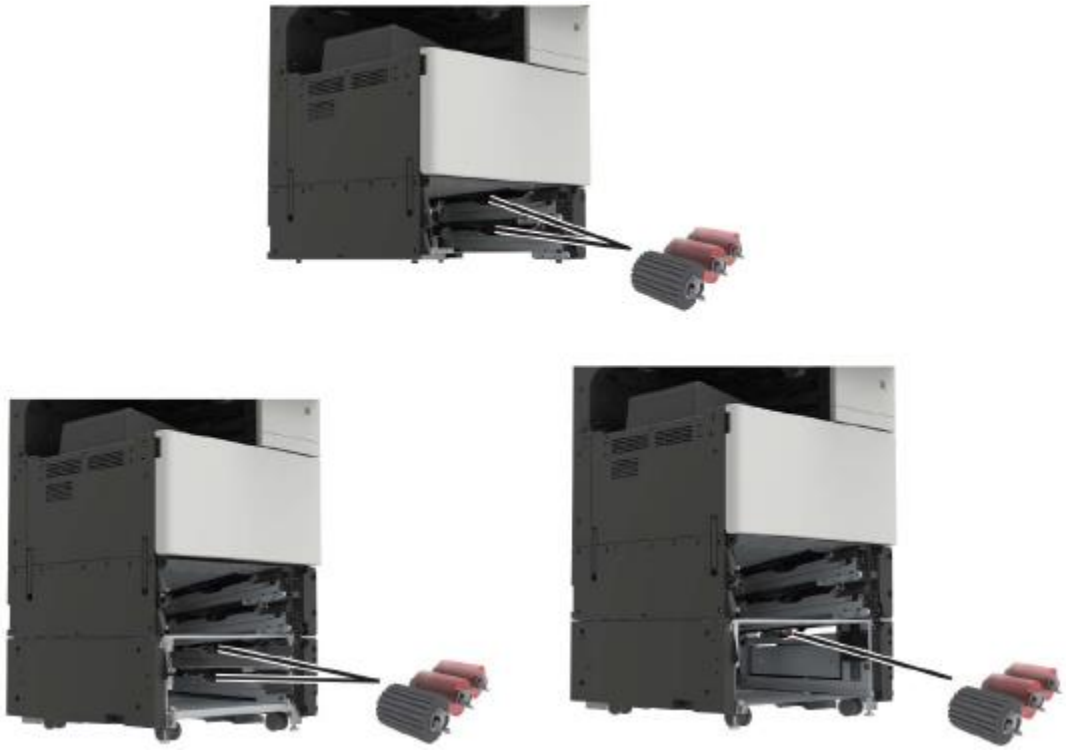


4. Open the door D.

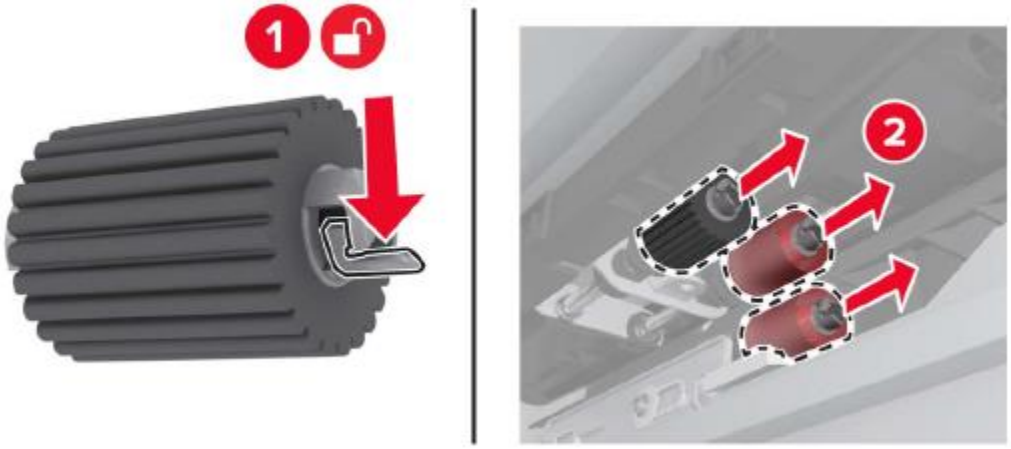
Note:• Door D will not be accessible until a 2 x 500-sheet tray is installed.
• If the 3000-sheet tray has been installed, slide the tray to the right to open the door.



5. Find the roller.



6. Remove the roller.



7. Insert a new roller until it clicks into place.



Note: • Make sure the roller is inserted to the proper position.

8. Close doors D and C.
9. Insert the tray and power on the printer.

Replace the transfer belt

1. Power off the printer.



2. Open the door C.

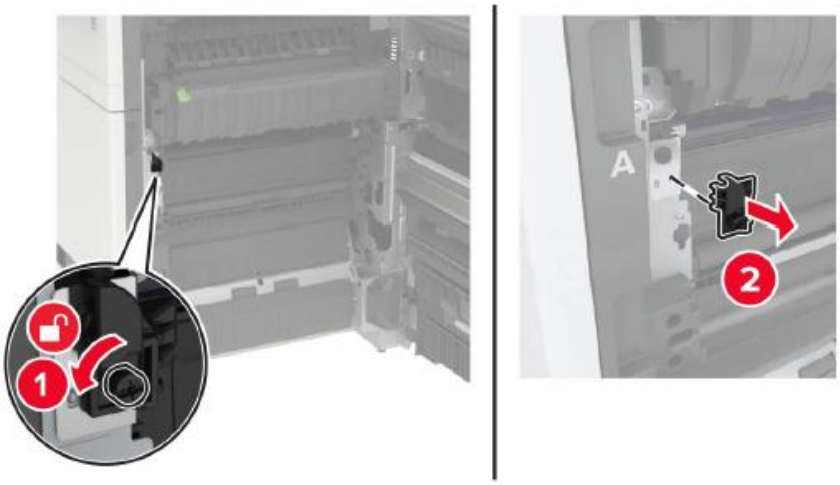
Note: • Make sure that the door does not hit any cables connected to the printer.

• If the 3000-sheet tray has been installed, slide the tray to the right to open the door.

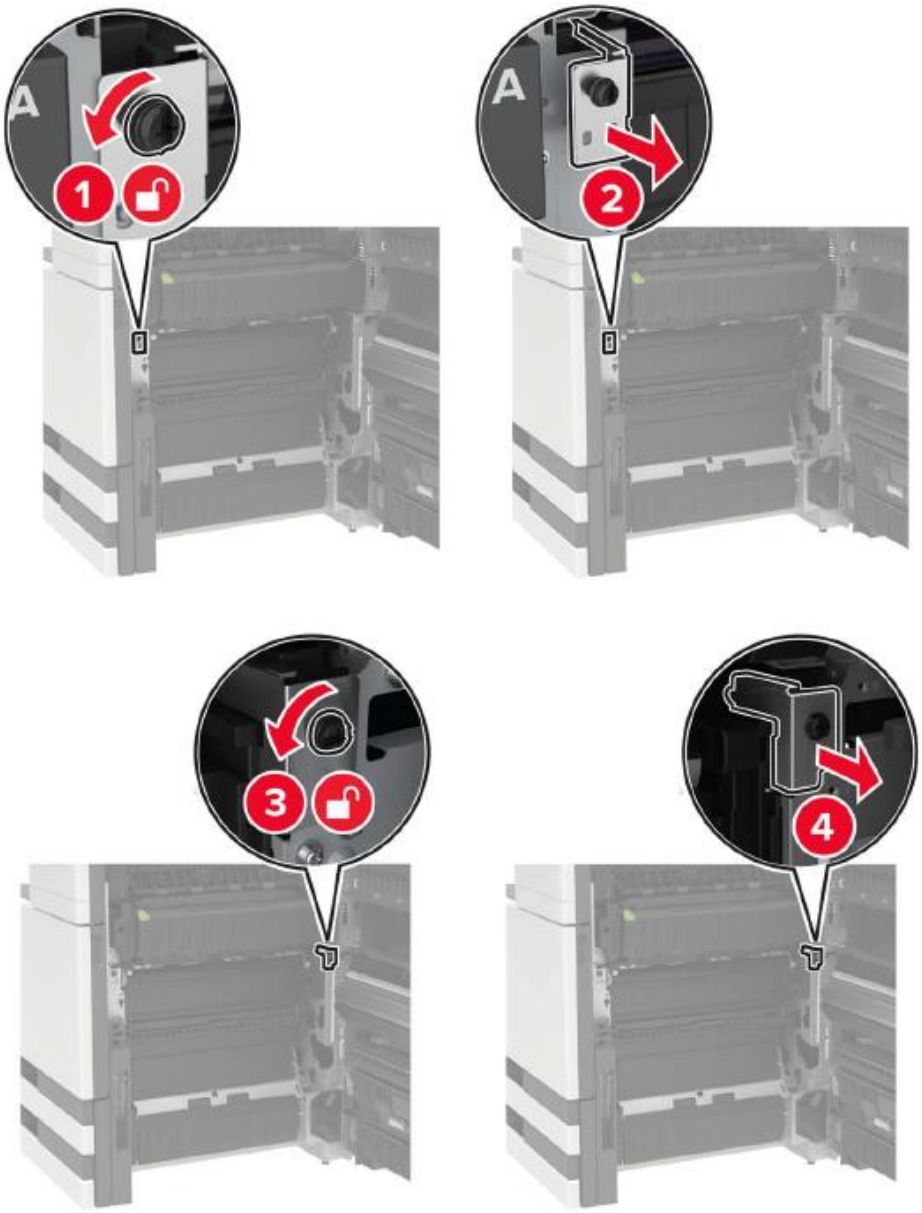
• The inside of the printer may be very hot. To avoid being burned by heating components, please wait for the surface to cool before touching the components.



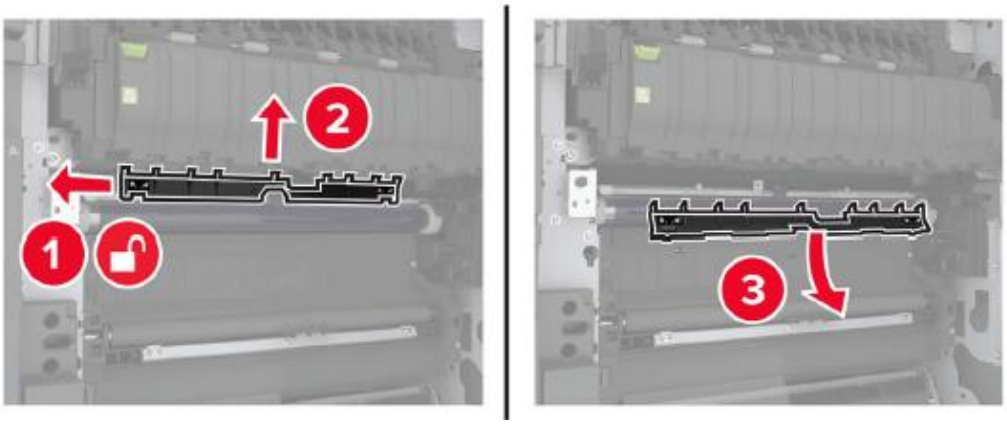
3. Remove the door stop with the screwdriver stored inside the door A.



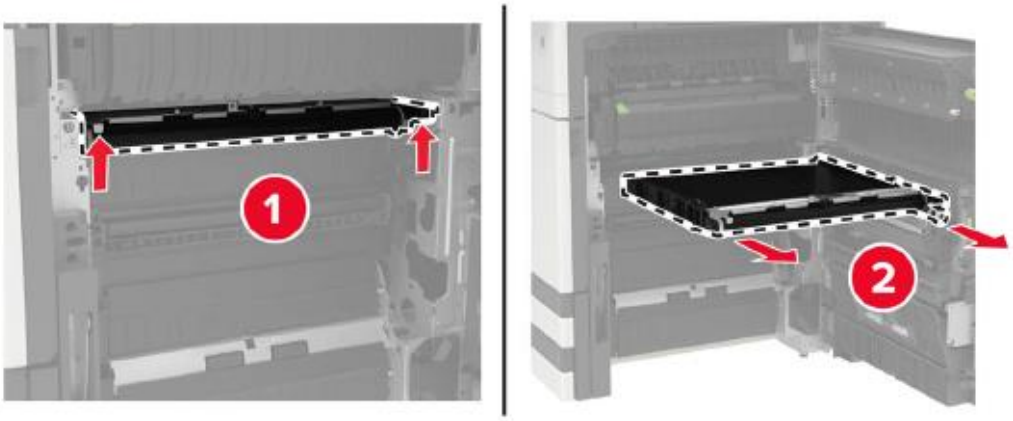
4. Loosen the screws that hold the transfer belt.



5. Remove the paper guide.



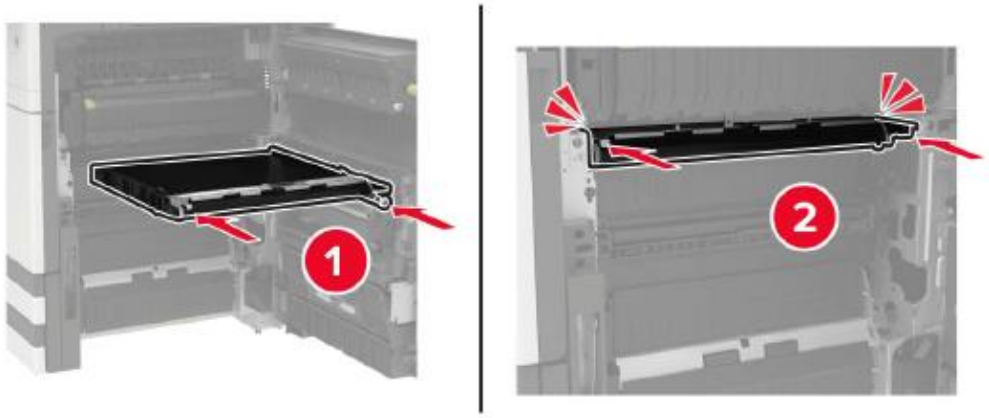
6. Remove the transfer belt.



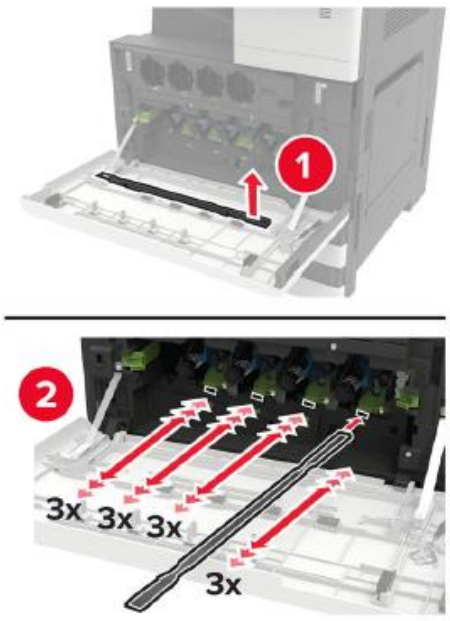
7. Unpack the new transfer belt.

Note: • Do not touch the transfer belt. Otherwise, the quality of future print jobs will be affected.

8. Insert a new transfer belt until it clicks into place.



9. Clean the print head lenses with the print head brush.

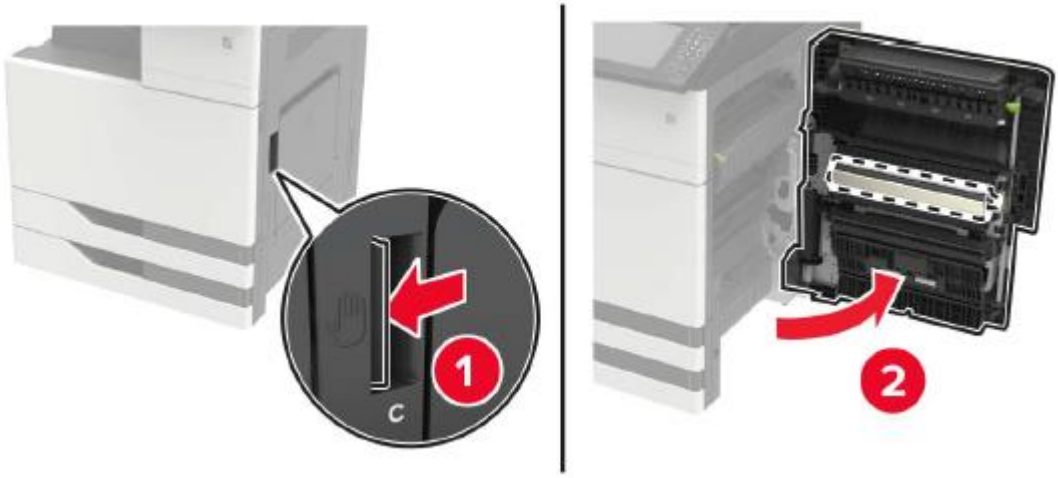


10. Insert the paper guide.
11. Fix the transfer belt.
12. Reinstall the door stop.
13. Close the door and power on the printer.

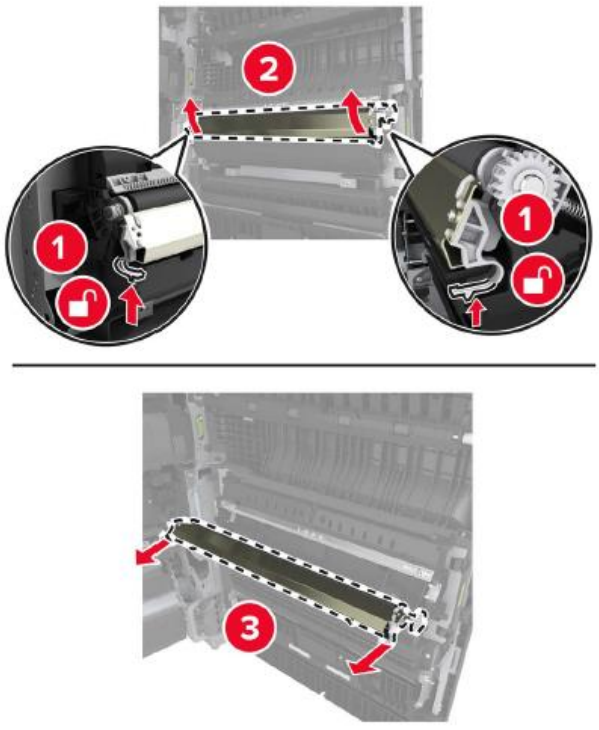
Replace the transfer roller

1. Open the door C.

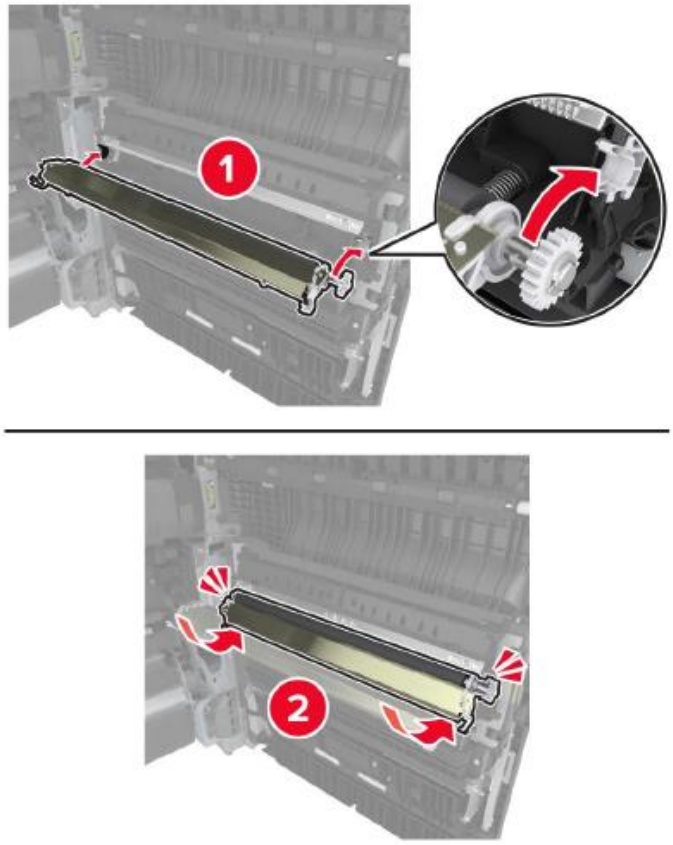
Note: • Make sure that the door does not hit any cables connected to the printer.
• If the 3000-sheet tray has been installed, slide the tray to the right to open the door.
• The inside of the printer may be very hot. To avoid being burned by heating components, please wait for the surface to cool before touching the components.



2. Remove the transfer roller.



3. Unpack the new transfer roller.
4. Insert a new transfer roller until it clicks into place.



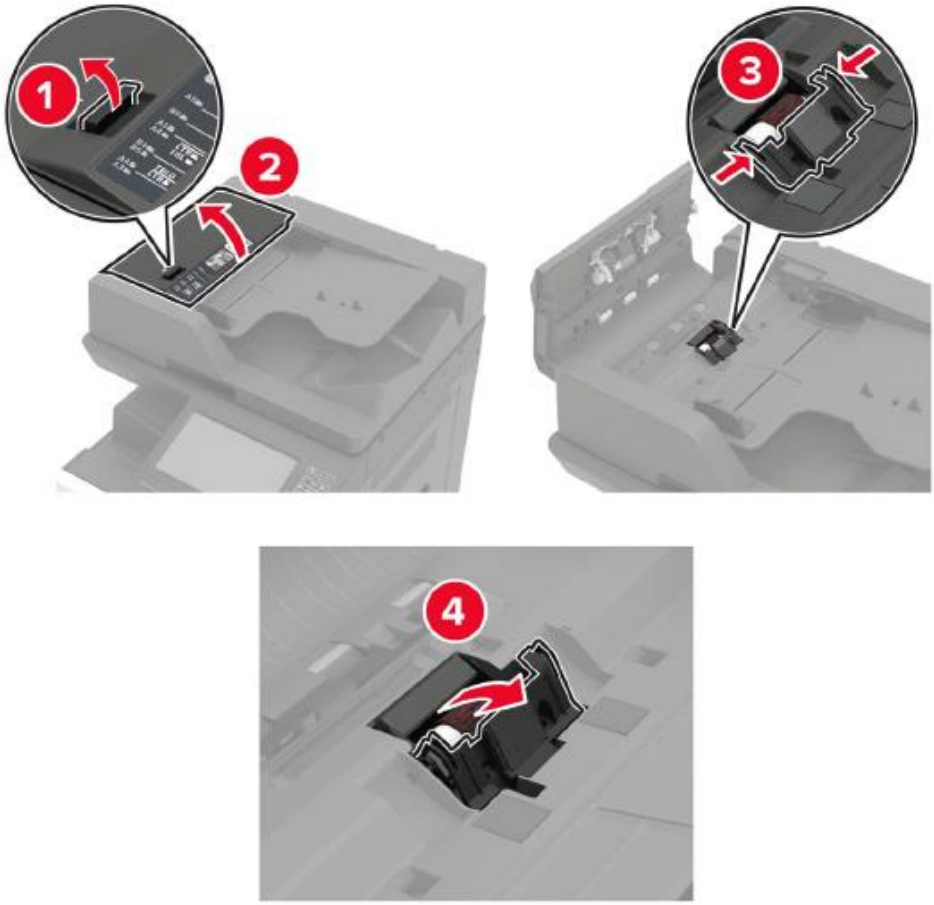
5. Close the cover.

Replace the ADF separation roller

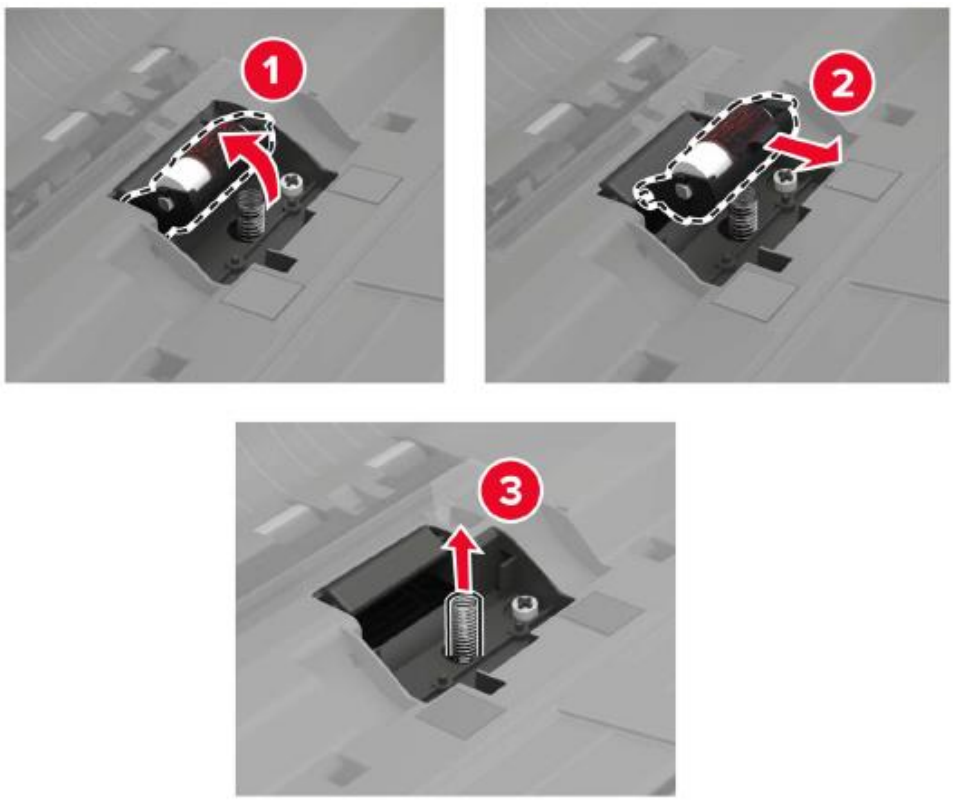
1. Power off the printer.



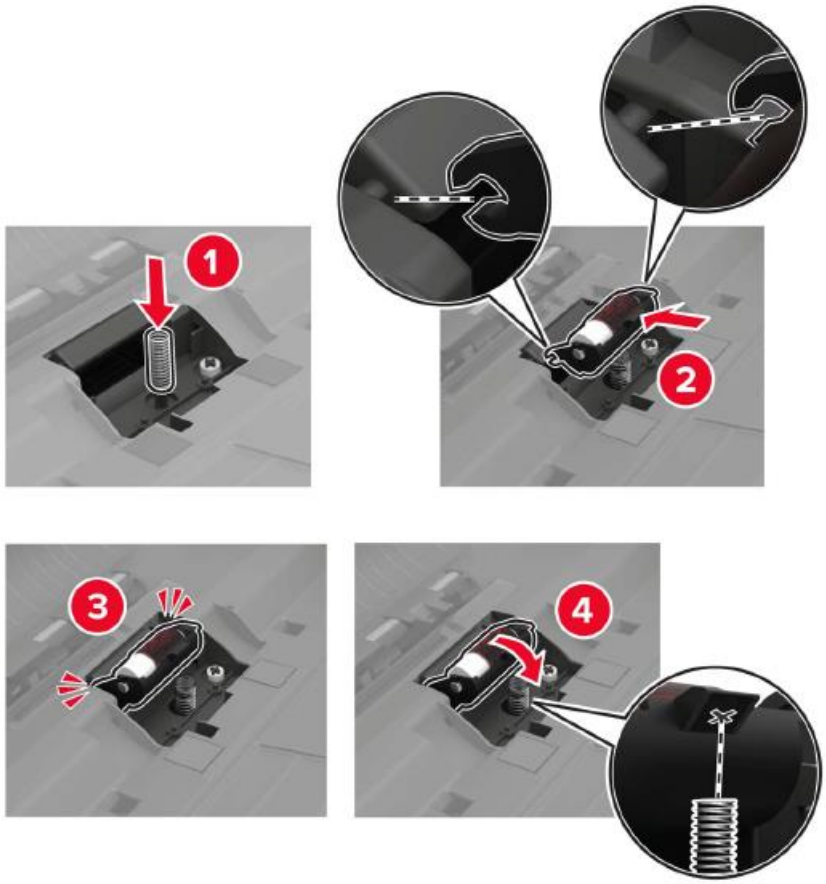
2. Remove the ADF separation pad.



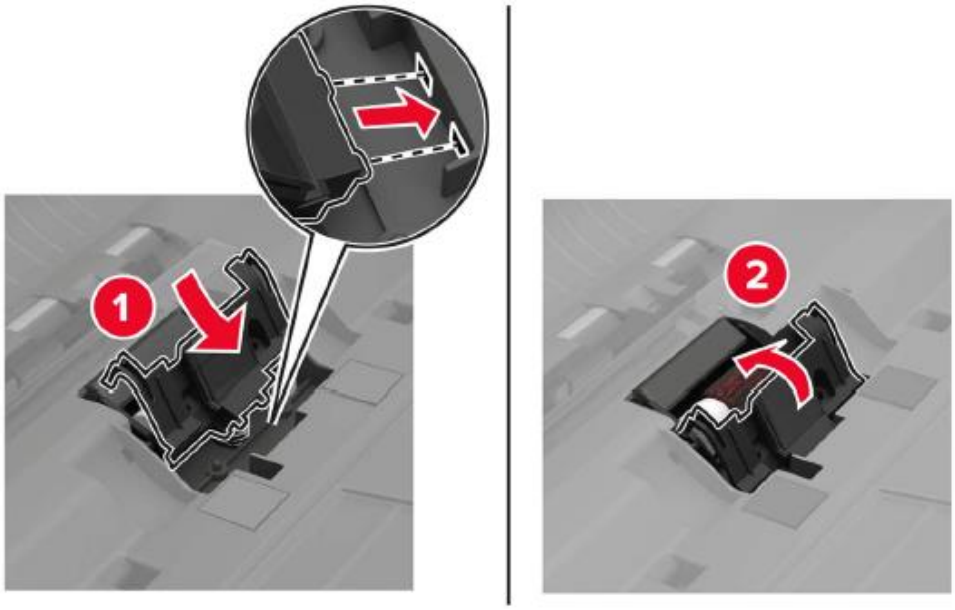
3. Remove the ADF separation roller.



4. Unpack the new separation roller.
5. Insert a new separation roller.



6. Insert the separation pad.



7. Turn on printer power.

Replace the ADF paper pick-up and feed rollers

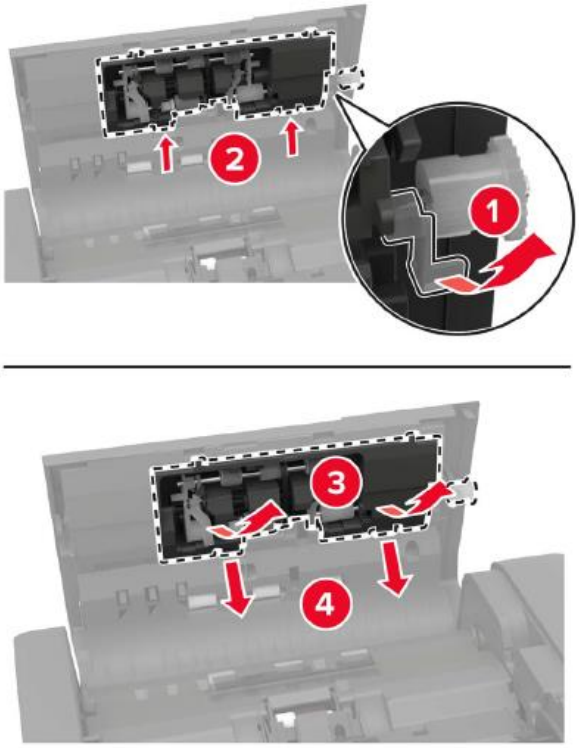
1. Power off the printer.



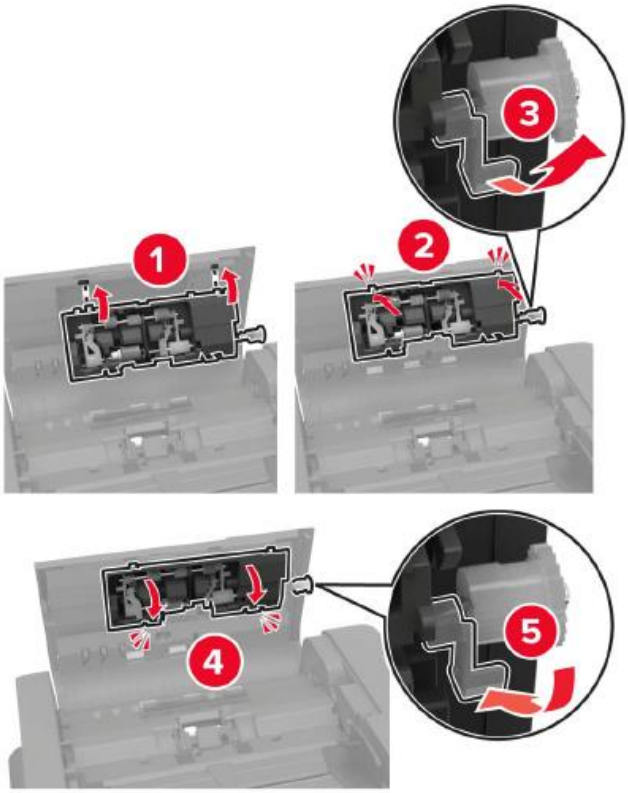
2. Open the door B.



3. Remove the ADF pick-up and feed rollers.



4. Unpack the new paper pickup and feed rollers.
5. Insert the new paper pickup and feed rollers.



6. Close the door and power on the printer.

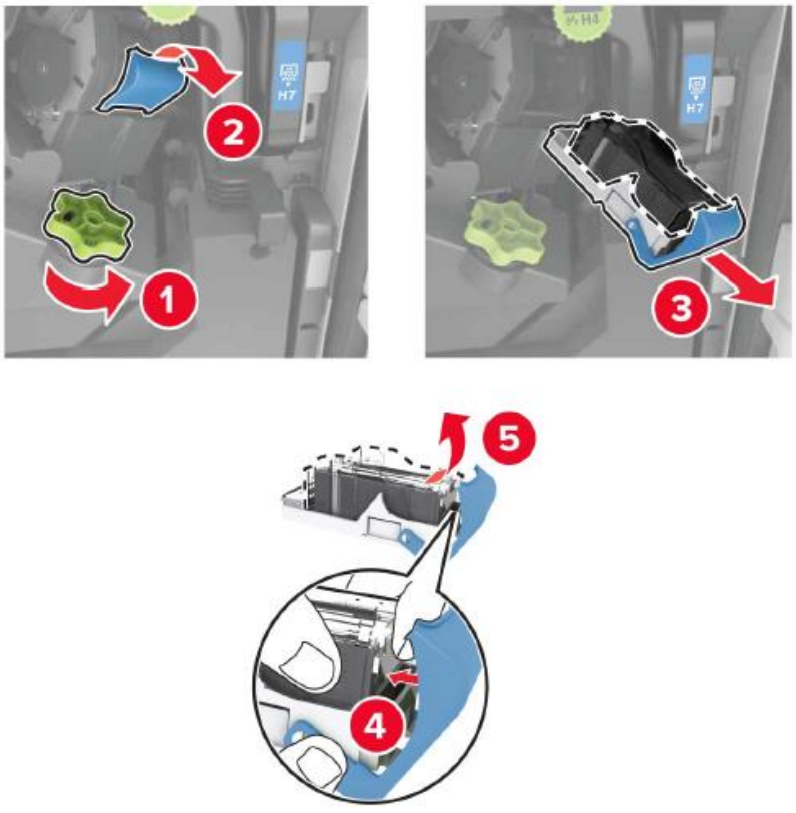
Replace the staple box

Replace the staple box in hole punch and stapler finisher

1. Open the door H.

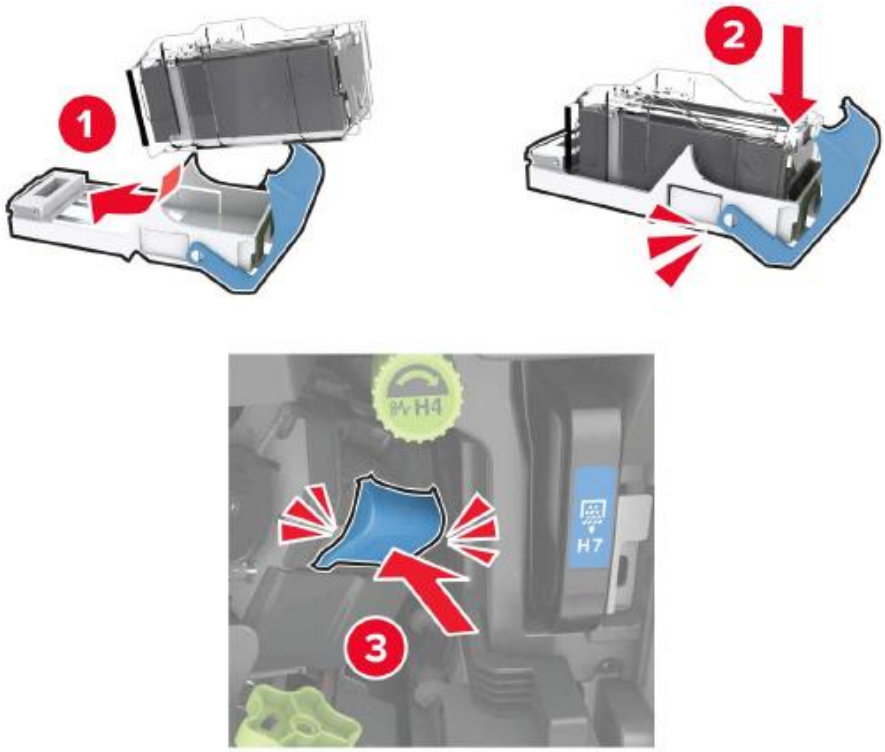


2. Remove the staple box.



3. Unpack the new staple box.

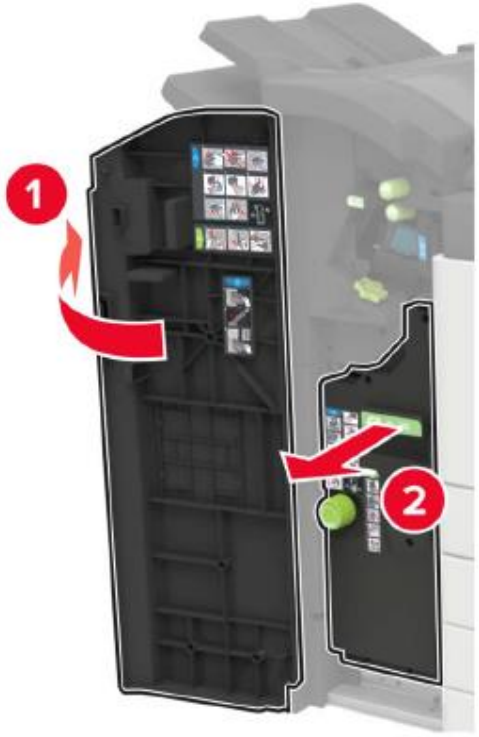
4. Insert a new staple box until it clicks into place.



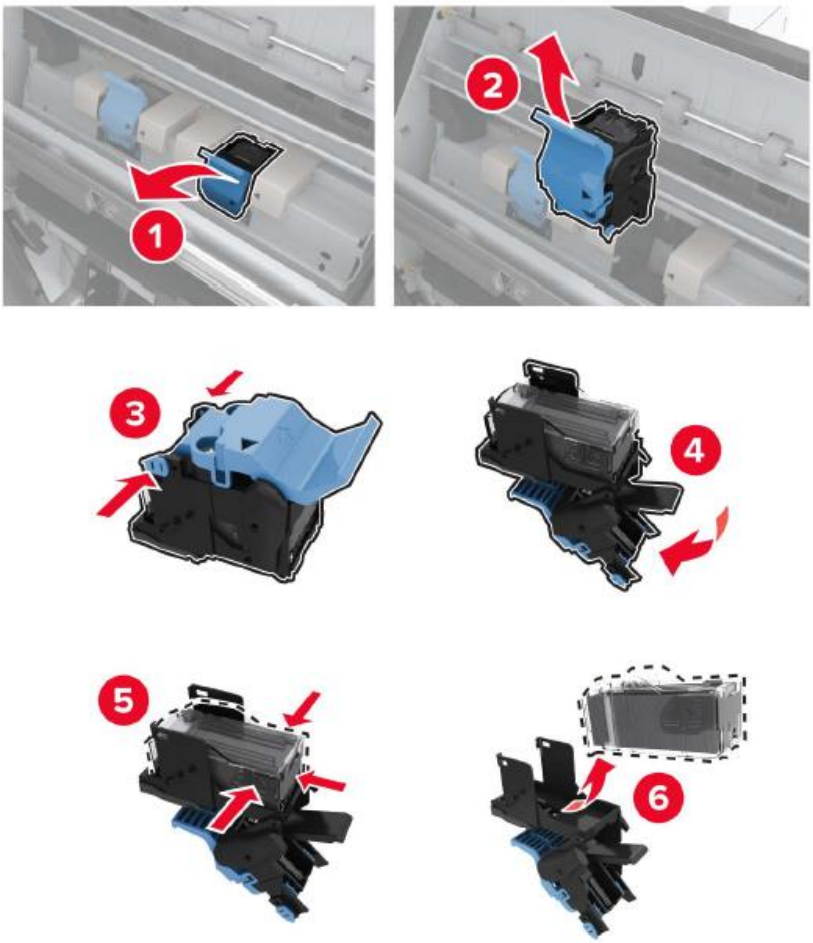
5. Close the cover.

Replace the staple box in booklet finisher

1. Open the door H and pull out the booklet maker.



2. Remove the staple box.



3. Unpack the new staple box.
4. Insert a new staple box until it clicks into place.



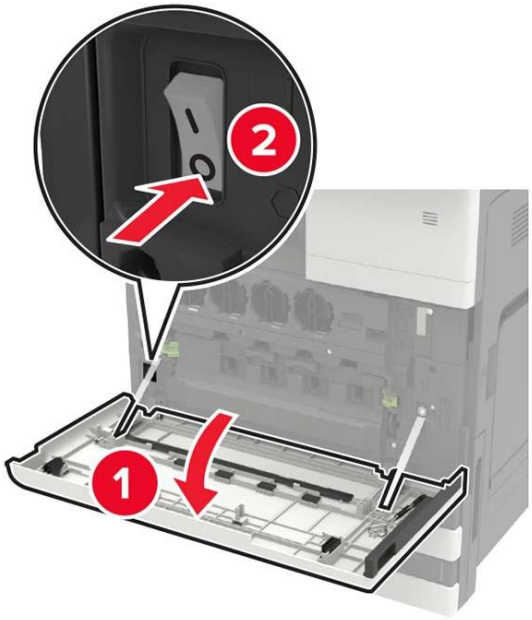
5. Push the booklet maker back to its original place and close the door.

Installing optional tray

Note: • If you want to buy this optional part, please contact the local distributor of the printer.

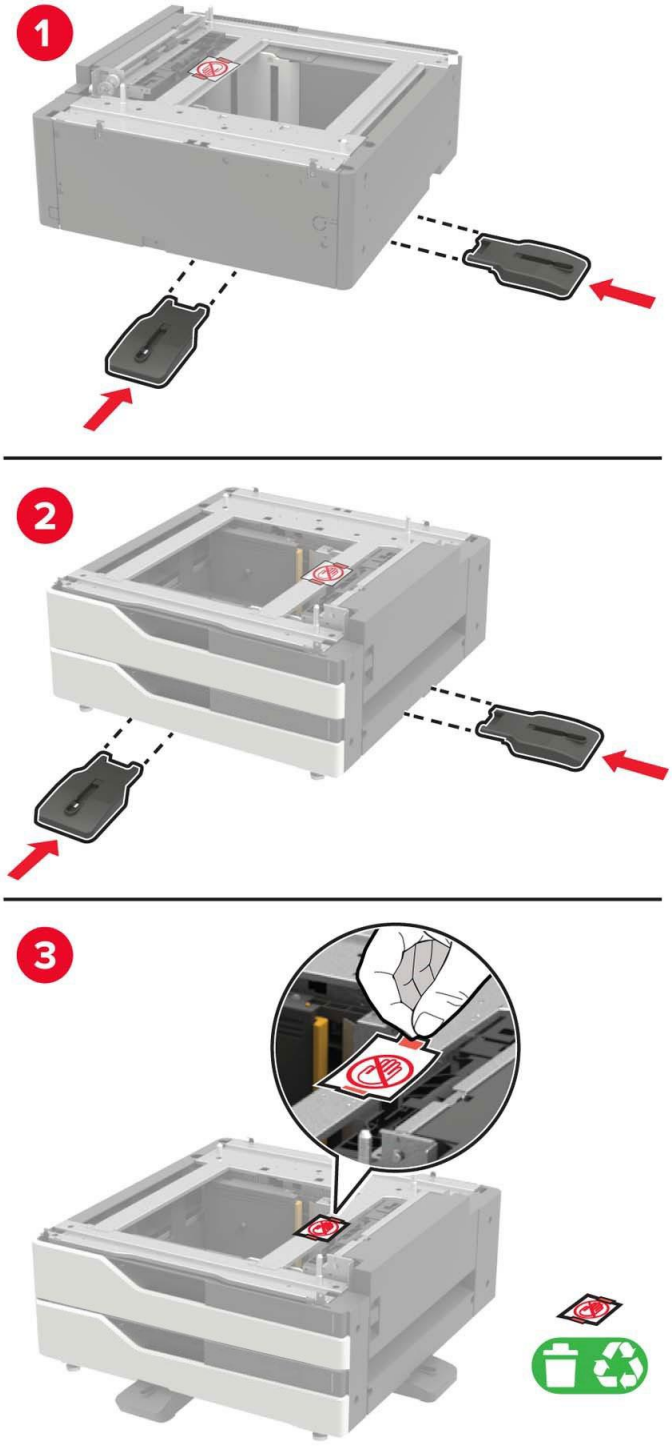
Install 2 x 500-sheet tray (tray 3, tray 4)

1. Power off the printer.

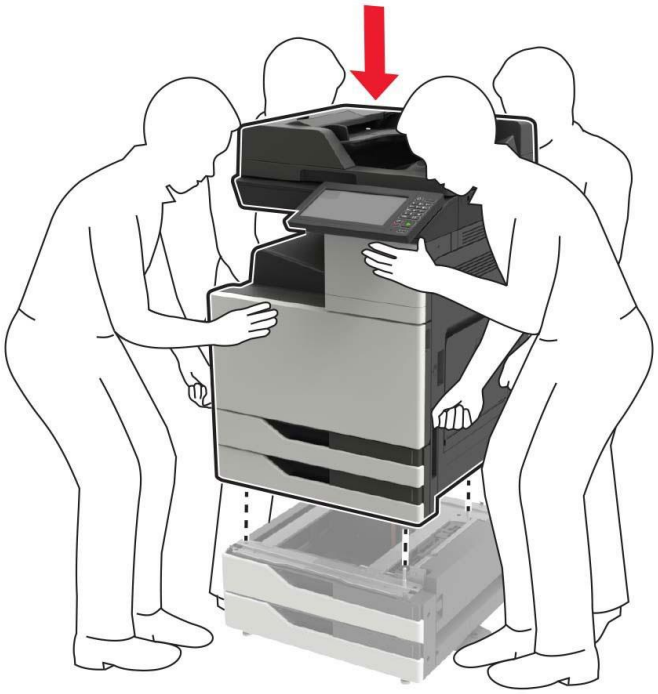


2. Unplug the power cord from the outlet, and then unplug the power cord from the printer.
3. Unpack the tray and remove all packaging materials.

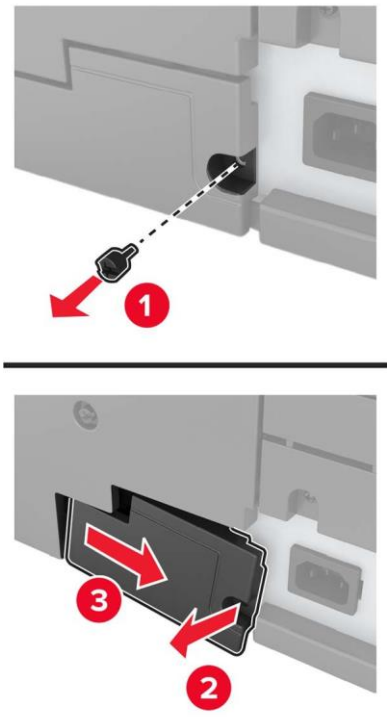
4. Install the stabilizers to the tray, and then remove the rubber cover.



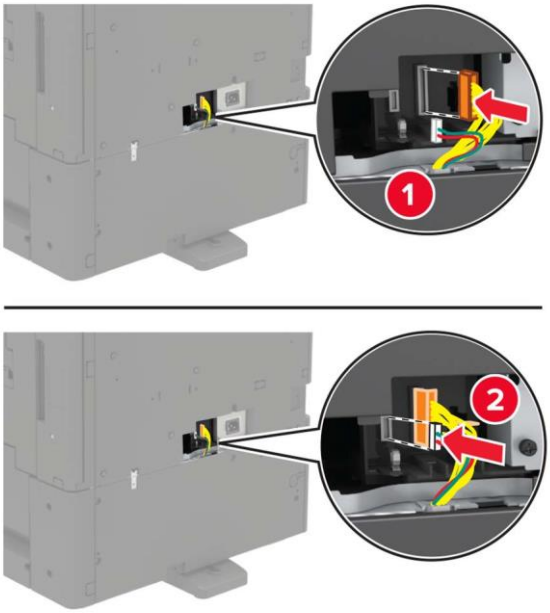
5. Align the printer with the tray with the side handle, and then lower the printer in place.



6. Remove the connector cover plate at the rear of the printer with the screwdriver stored inside the door A.



7. Connect the tray connector to the printer.

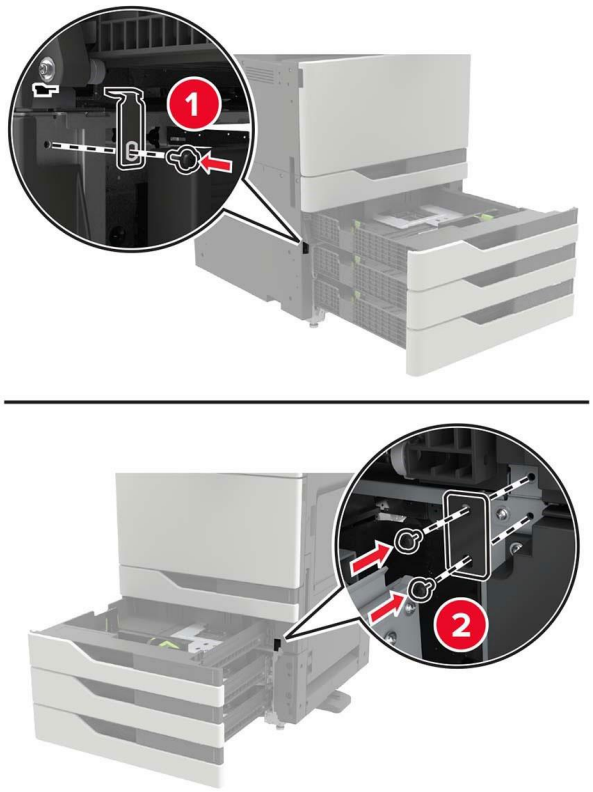


8. Open the feed tray 2, 3 and 4.

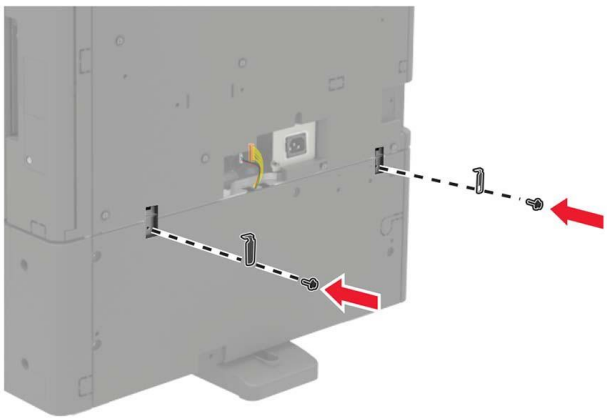


9. Secure the tray to the printer with a locking clip and metal holder.

• Front



• Rear



10. Close the tray and reinstall the connector cover.
11. Connect the power cord to the printer and then to the outlet.
12. Turn on printer power.

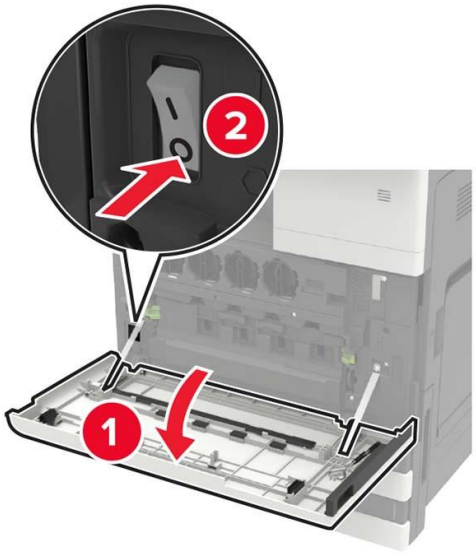
When installing hardware options, install them in the following order.

• 2 x 500-sheet tray
• Printer
• Stapler

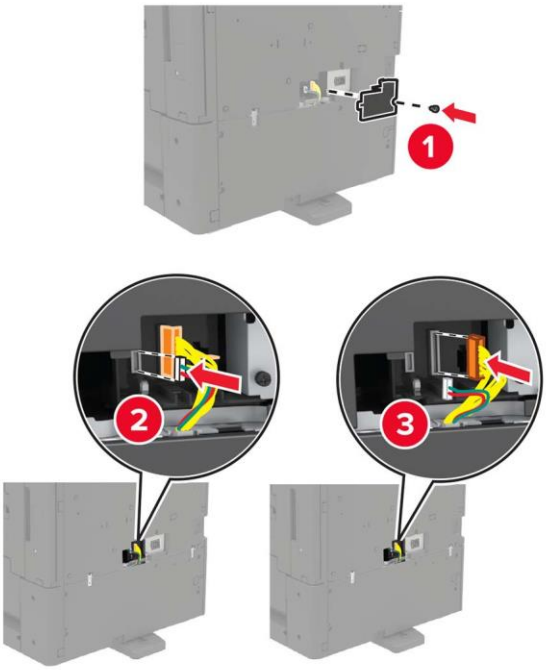
Install 3000-sheet large-capacity tray

Note: • The 3000-sheet tray cannot be supported until a 2 x 500-sheet tray is installed.

1. Power off the printer.



2. Unplug the power cord from the outlet, and then unplug the power cord from the printer.
3. Unpack the tray.
4. Disconnect the 2 x 500-sheet tray cable from the rear of the printer with the screwdriver stored inside the door A.

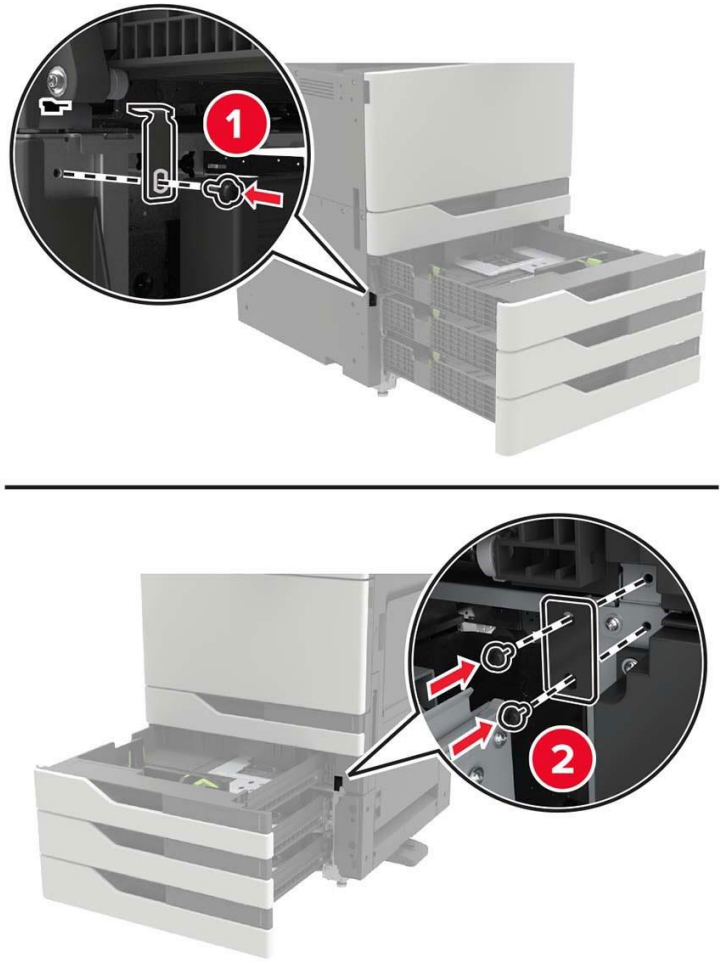


5. Open the feed tray 2, 3 and 4.

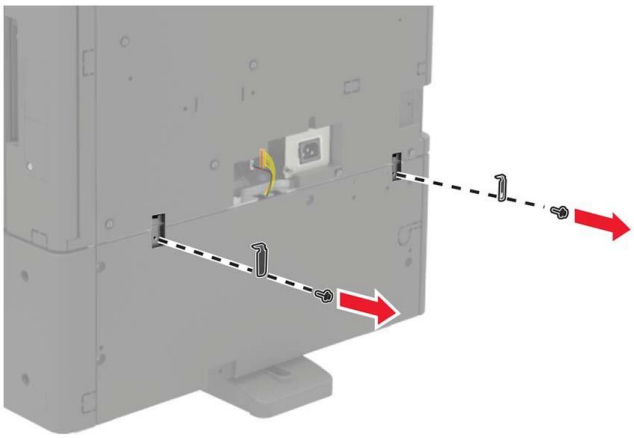


6. Remove the metal holder and locking clip that secure the 2 x 500-sheet tray to the printer.

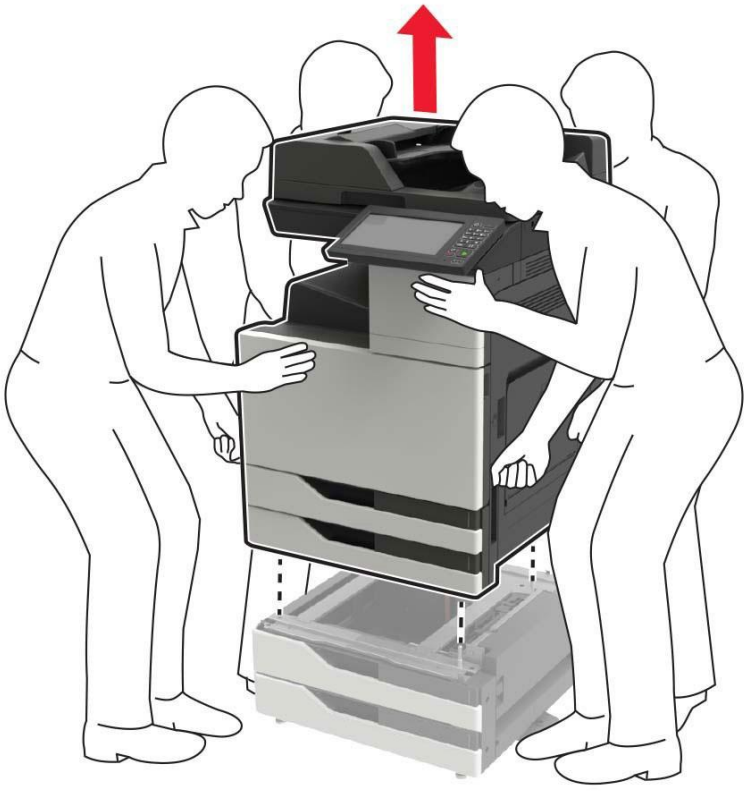
• Front



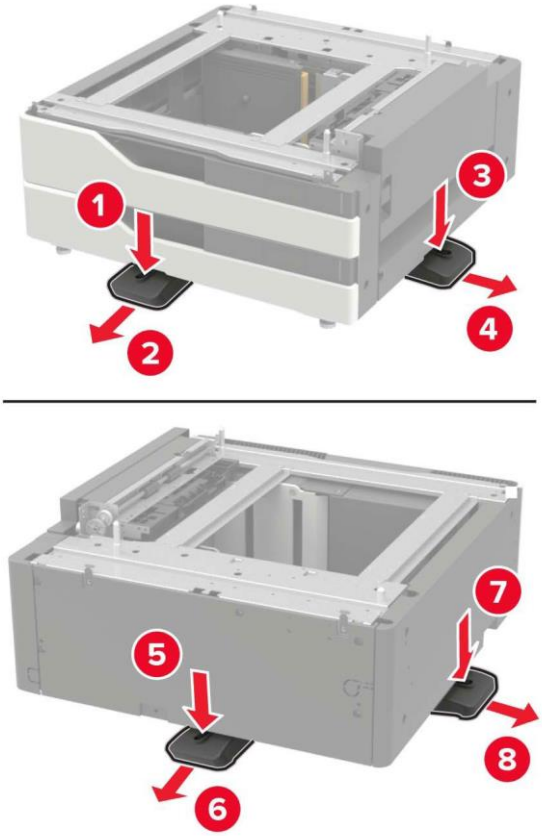
• Rear



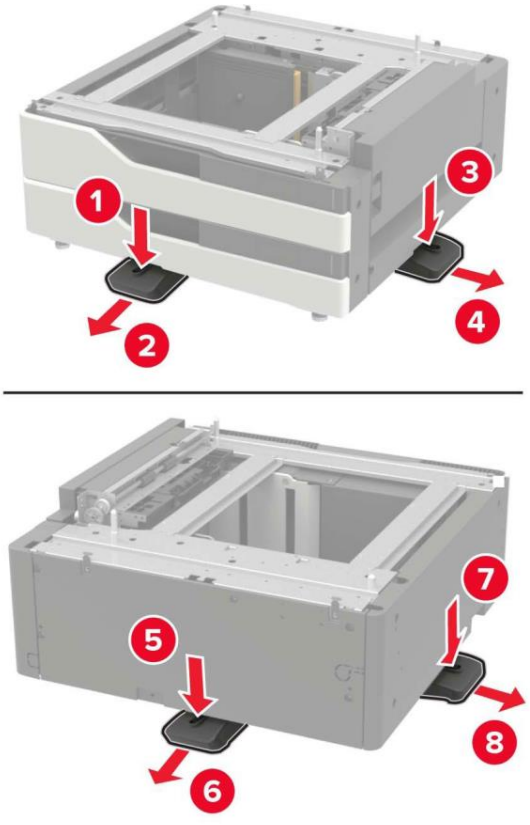
7. Close the tray.
8. Use the side handles to remove the printer from the 2 x 500-sheet tray.



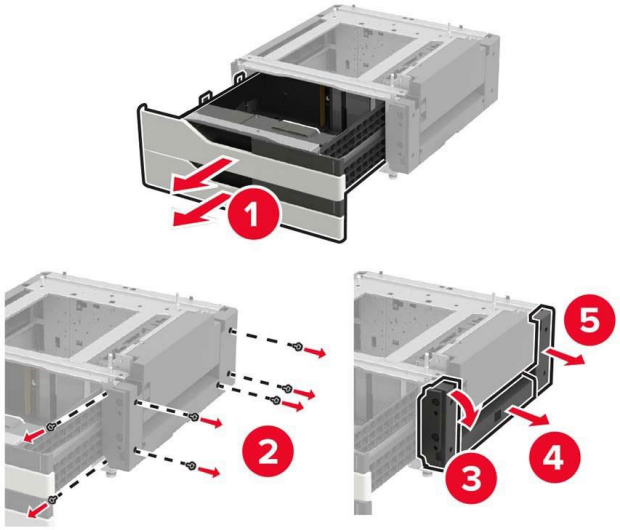
9. Remove the stabilizers from the tray.



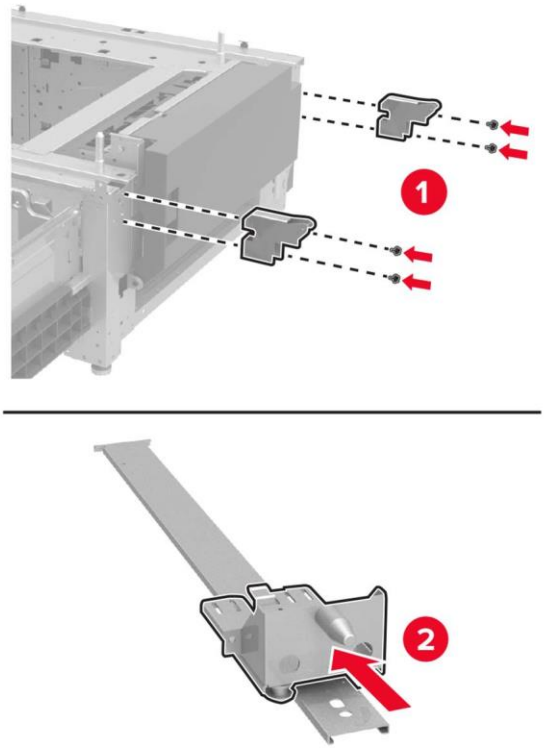
10. Remove the rubber cover.



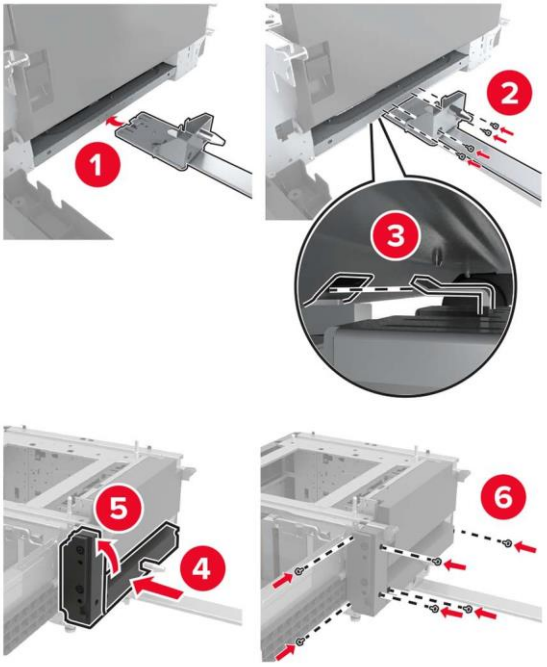
11. Open the tray and remove the mounting bracket and guide cover.



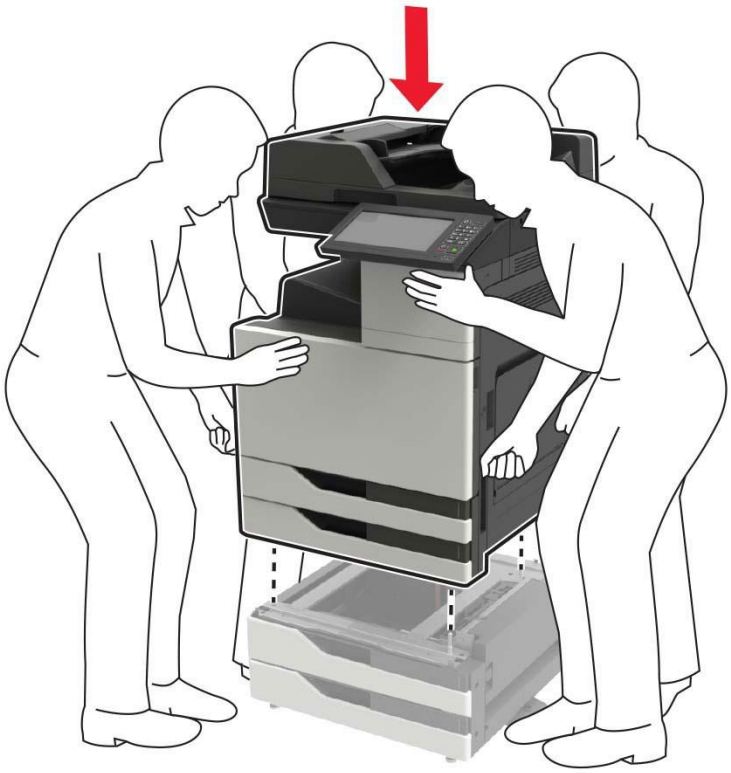
12. Install the side mounting bracket to the tray, and then insert the guide plate into the guide.



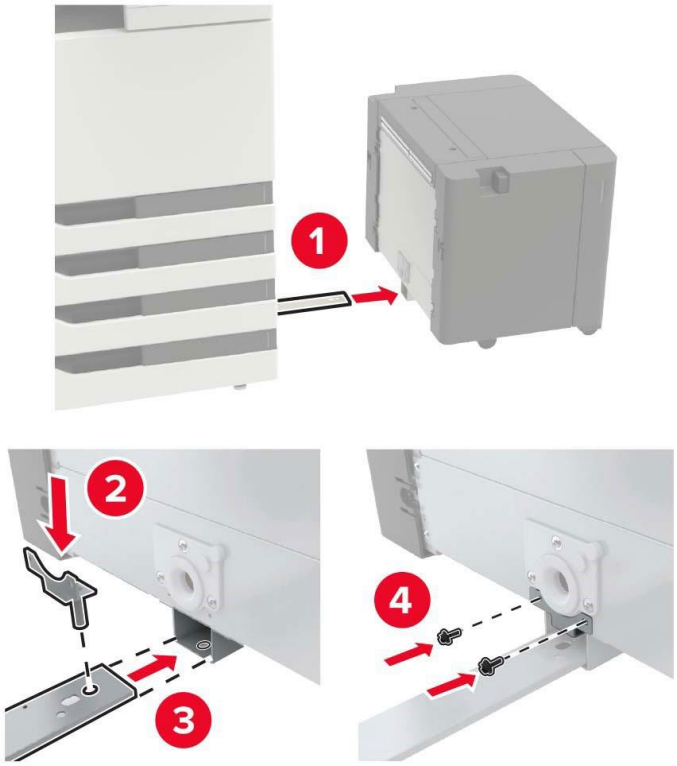
13. Install the guide, and then install the mounting bracket and the guide cover.



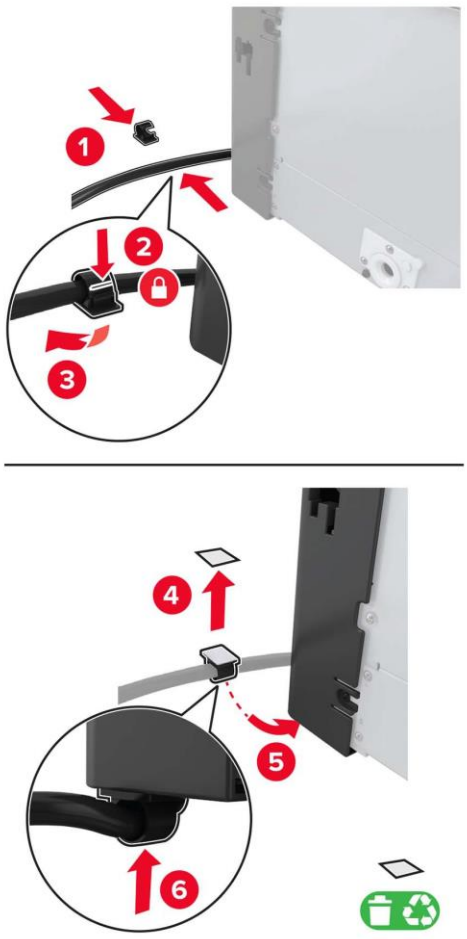
14. Close the tray.
15. Align the printer with the tray with the side handle, and then lower the printer in place.



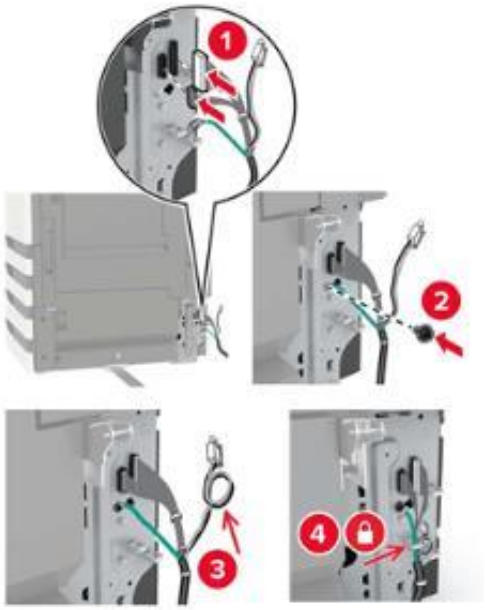
16. Align the 3000-sheet tray with the printer, and then install the fixing column.



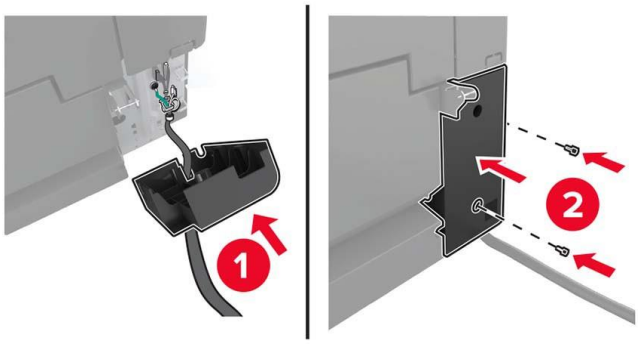
17. Attach the tray cable with clips.



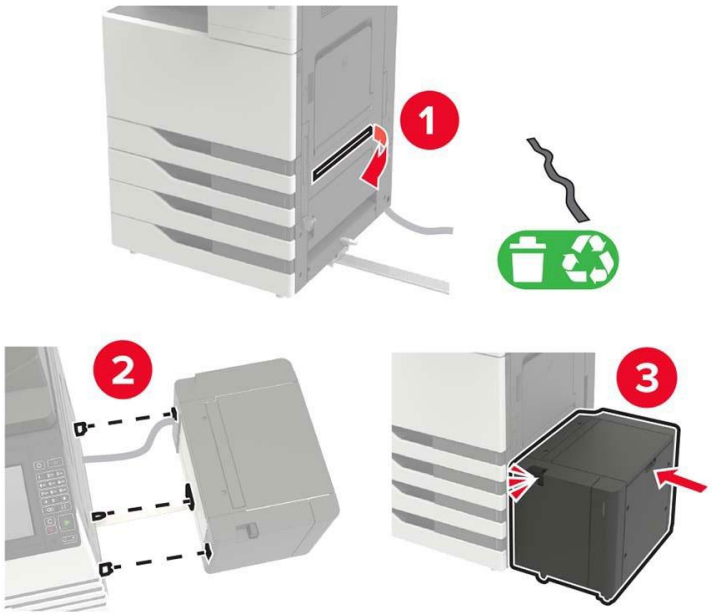
18. Connect the tray cable to the printer.



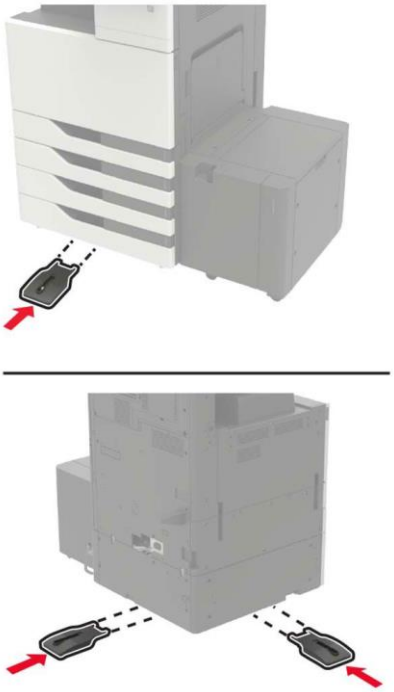
19. Install the tray cable cover.



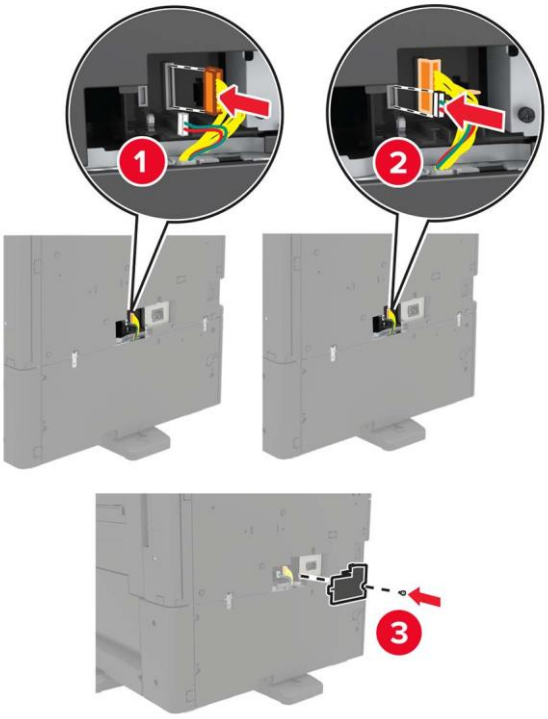
20. Slide the tray until it clicks into place.



21. Install the stabilizers to the printer.

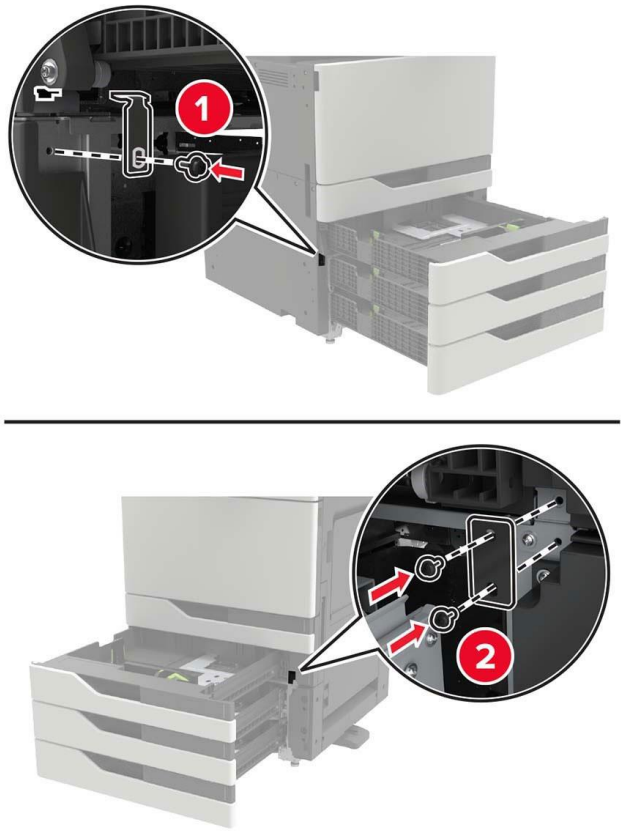


22. Connect the 2 x 500-sheet tray connector to the printer.

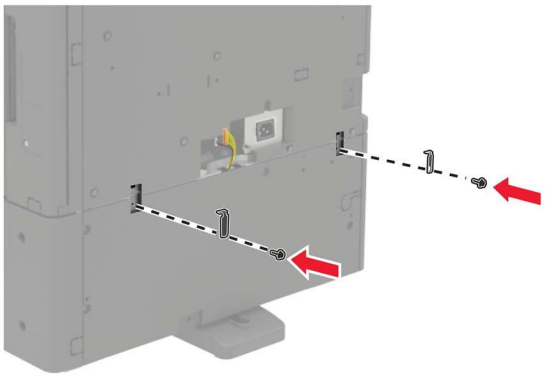


23. Open Feed Tray 2, 3, and 4, and secure the 2 x 500-sheet tray to the printer with the locking clip and metal holder.

• Front



• Rear

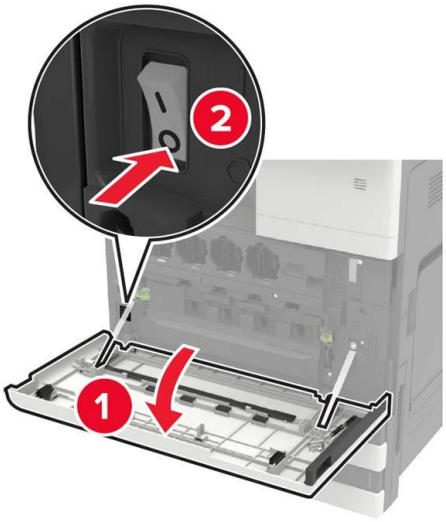


24. Close the tray.
25. Connect the power cord to the printer and then to the outlet.
26. Turn on printer power.

Add a tray to the print driver to make it available for printing jobs.

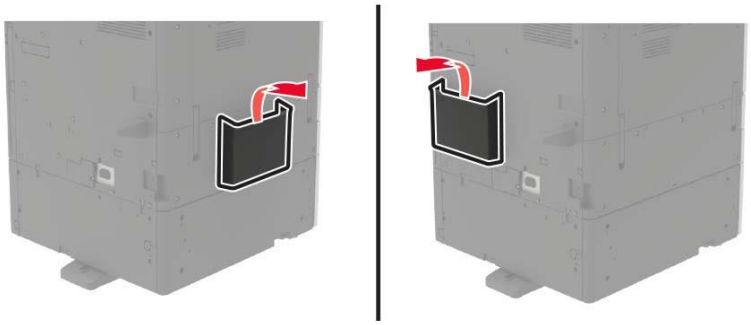
Install the stapler, hole punch or booklet finisher

1. Power off the printer.

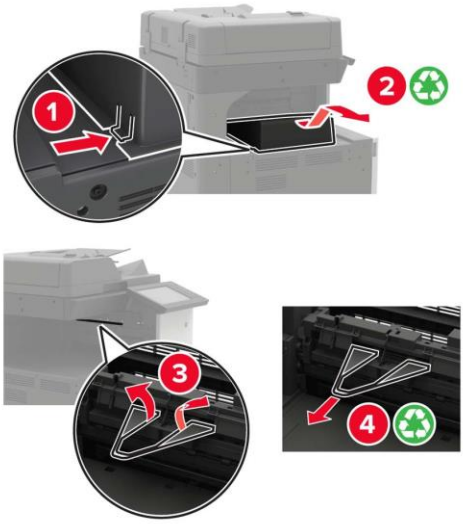


2. Unplug the power cord from the outlet, and then unplug the power cord from the printer.

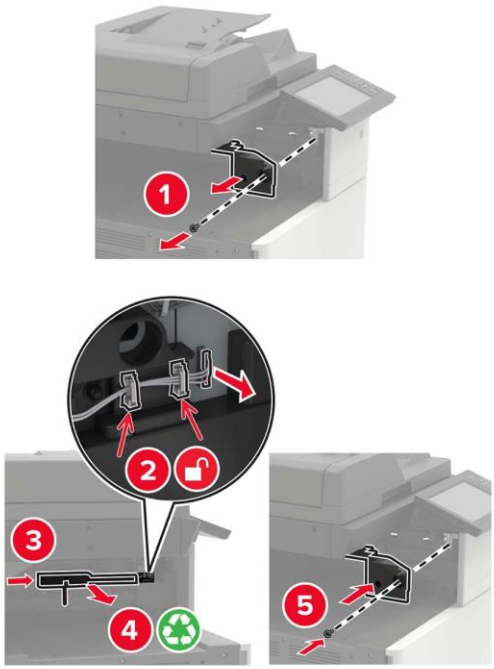
3. Remove the publication support from the side or rear of the printer.



4. Unpack the stapler, hole punch or booklet finisher.
5. Remove the standard output support, and then remove the paper clamp.

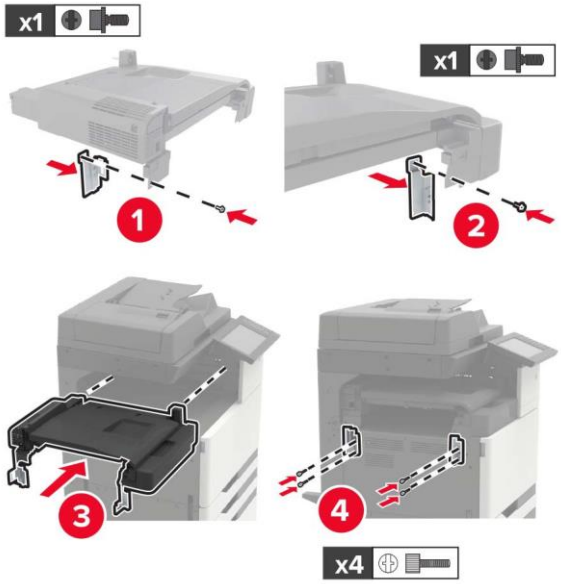


6. Remove the paper guide with the screwdriver stored inside the door A.



7. Insert the paper transport components.

Note: • Use the screws provided along with the stapler.



8. Connect the stapler to the printer.

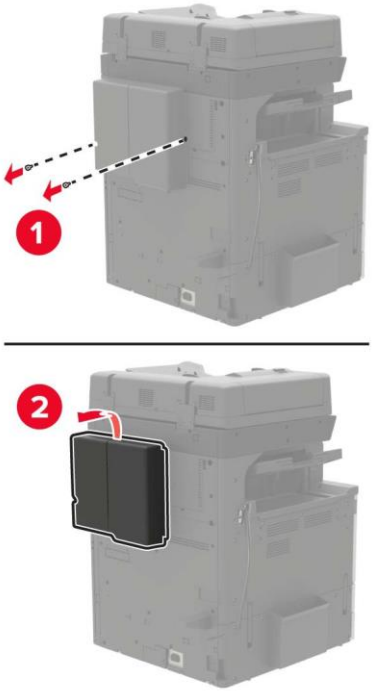


9. Insert the staple box into the stapler until it clicks into place.

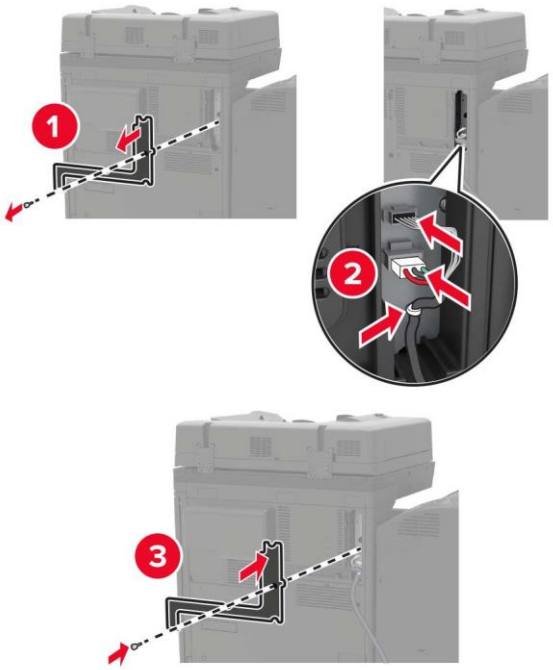


10. Remove filter cover.

Note:• This step is only applicable to some printer models.



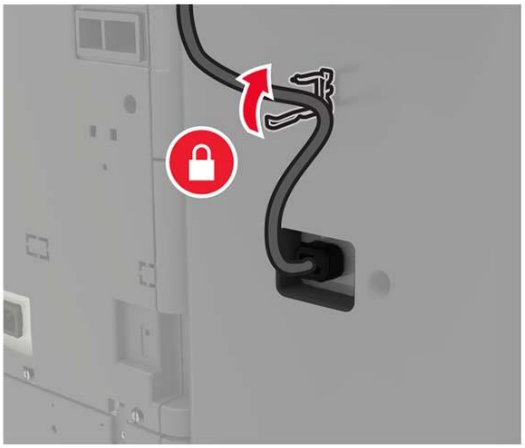
11. Connect the stapler cable to the printer.



12. Reinstall the filter cover.

Note: • This step is only applicable to some printer models.

13. Secure the cable.



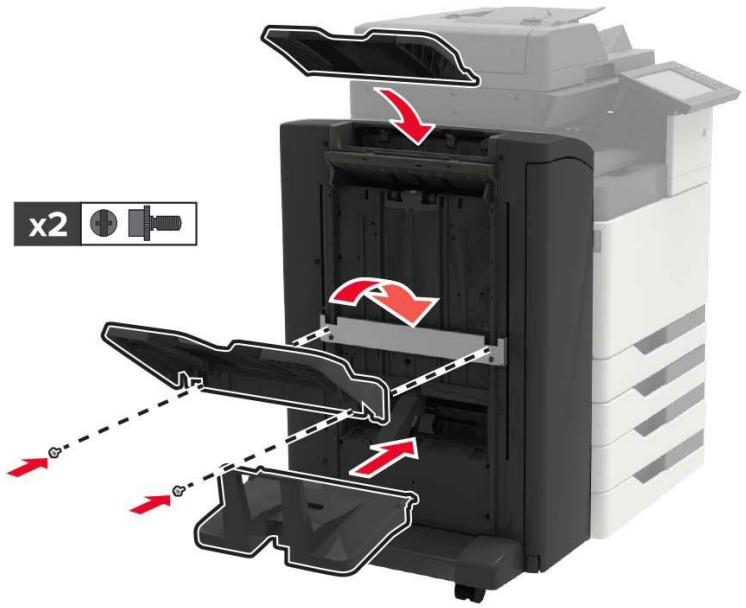
14. Insert the output support.

Note:

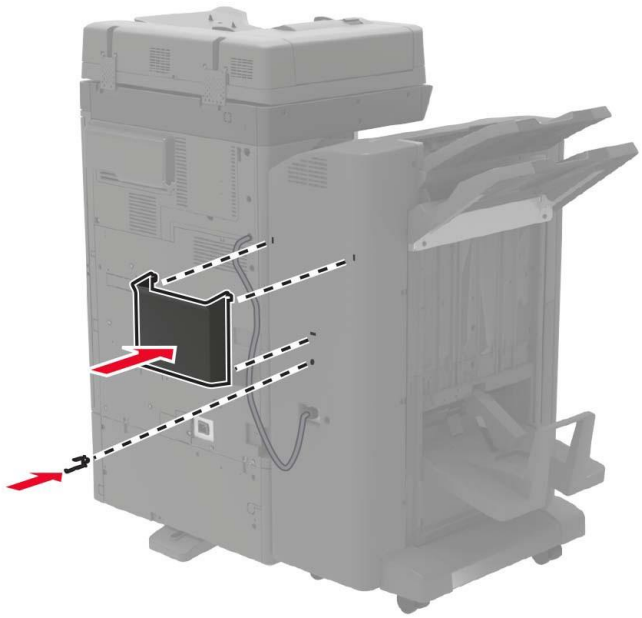
• Use the screws provided along with the stapler.

• Don't move the holder when the Output Support 2 is inserted.

• The Output Support 3 is only supported in the booklet finisher.



15. Install the publication support, and then the clip.



16. Connect the power cord to the printer and then to the outlet.

17. Turn on printer power.

Add a stapler to the print driver to make it available for printing jobs.

11 Troubleshooting

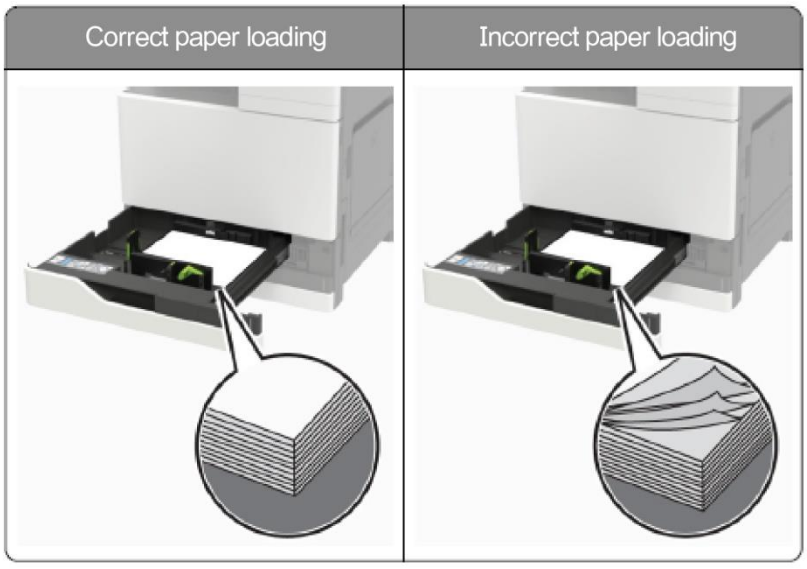
Note: • Druckeraussehen konnte unterschiedlich wegen seine Modelle sein. Die schematische Darstellung ist nur zum Informationszwecken.

Please read this section carefully. It may help you to solve common problems encountered during the printing process. If the problems persist, please contact Pantum Aftersales Service Centre.
Prior to handling common problems, first check that:
• The power cord is connected correctly and the printer is powered on.
• All of the protective parts are removed.
• The toner cartridge is installed correctly.
• The paper is correctly loaded into the tray.
• The interface cable between the printer and the computer is connected correctly.
• The correct printer driver has been selected and installed properly.
• The computer port is properly configured and is connected to the correct printer port.

Avoiding jams

Correct loading of paper

• Make sure that the paper lies flat in the tray.



• Do not load or remove a tray while the printer is printing.
• Do not load too much paper. Make sure that the stack height is below the maximum paper fill indicator.

• Do not slide paper into the tray. Load paper as shown in the figure.



• Make sure that the paper guide is placed correctly, and keep a gap between the paper guide and the paper to prevent the paper guide from clinging to the paper.
• After the paper is loaded, push the tray back to the printer. Please make sure that the tray is clamped tightly in the slot.

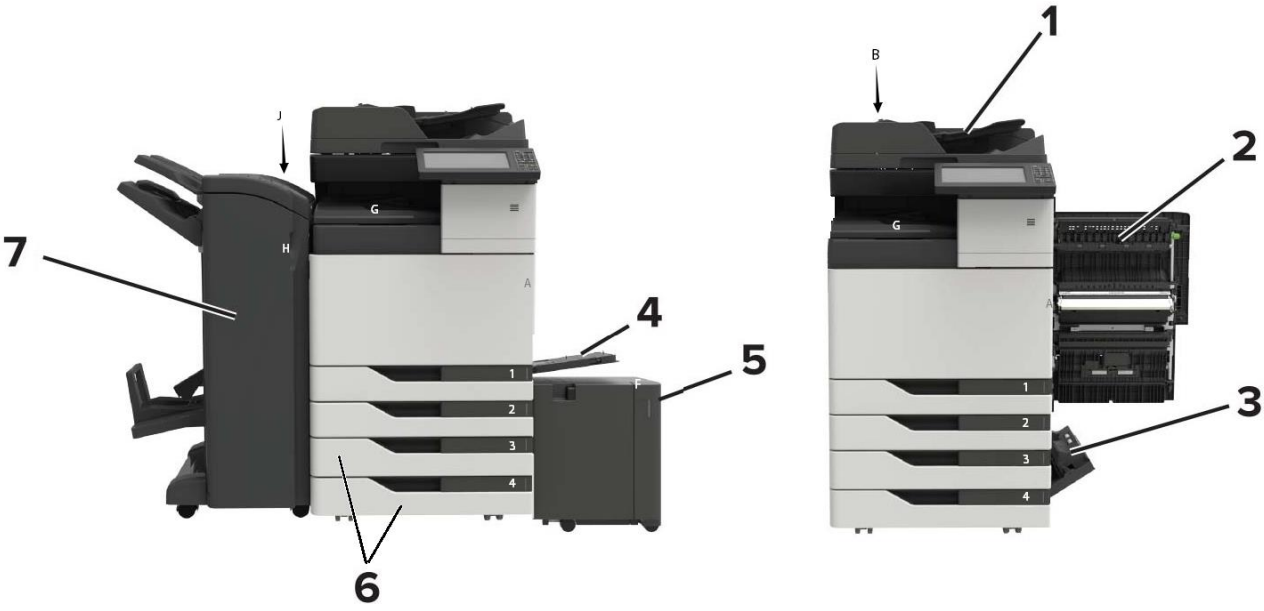
Use recommended paper

• Use only recommended paper or special media.
• Do not load paper that is wrinkled, creased, damp, bent, or curled.
• Flex, fan out and align the paper edges before loading.



• Do not use paper that has been cut or trimmed by hand.
• Do not mix paper sizes, weights, or types in the same tray
• Make sure that the paper size and type are set correctly on the computer or printer control panel.
• Store paper according to manufacturer recommendations.

Locate jammed paper

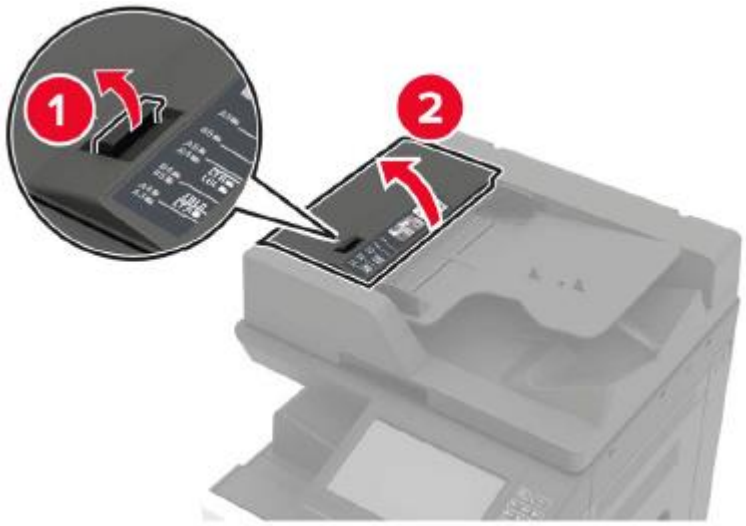


No.	Paper jam locations
1	Automatic document feeder (ADF)
2	Door C
3	Door D
4	Multi-purpose paper feeder
5	3000-sheet large-capacity tray
6	2x 500-sheet tray
7	Stapler • Booklet Finisher • Hole Punch and Stapler Finisher

Cleaning Jammed Paper

Paper jam in the automatic document feeder (ADF)

1. Remove all original documents from the ADF tray.
2. Open the door B.



3. Remove the jammed paper.

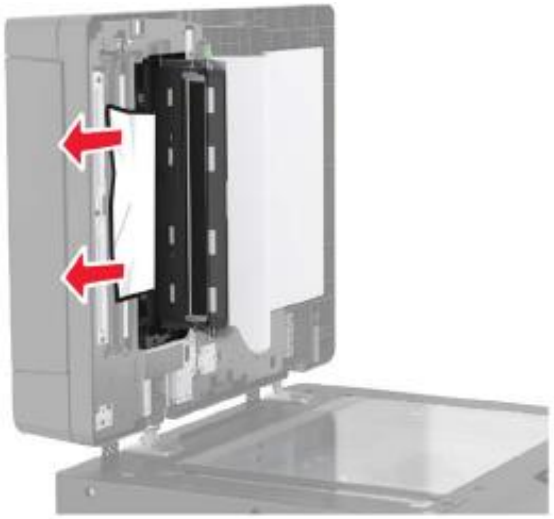
Note: • Make sure that all paper fragments are removed.

4. Close the cover.
5. Open the door B1.



6. Remove the jammed paper.

Note: • Make sure that all paper fragments are removed.



7. Close the cover.

The paper is jammed in the multi-purpose paper feeder

1. Take out the paper from the multi-purpose paper feeder.
2. Remove the jammed paper.

Note: • Make sure that all paper fragments are removed.



3. Open the door C to remove all paper fragments.



Note: • The inside of the printer may be very hot. To avoid being burned by heating components, please wait for the surface to cool before touching the components.
• Make sure that the door does not hit any cables connected to the printer.
• If the 3000-sheet tray has been installed, slide the tray to the right to open the door.

4. Close the cover.
5. Flex, fan out and align the paper edges before loading.



6. Reload the paper.

The paper is jammed in the door C

1. Open the door C.

Note: • The inside of the printer may be very hot. To avoid being burned by heating components, please wait for the surface to cool before touching the components.

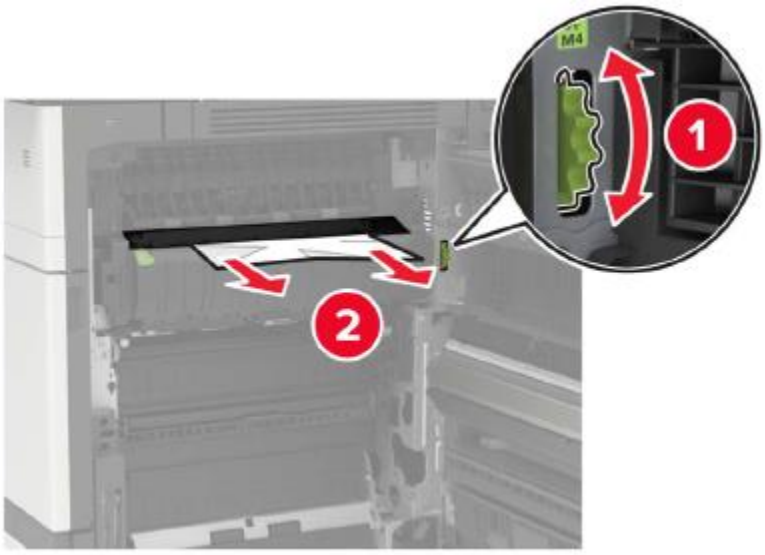


Note: • Make sure that the door does not hit any cables connected to the printer.
• If the 3000-sheet tray has been installed, slide the tray to the right to open the door.

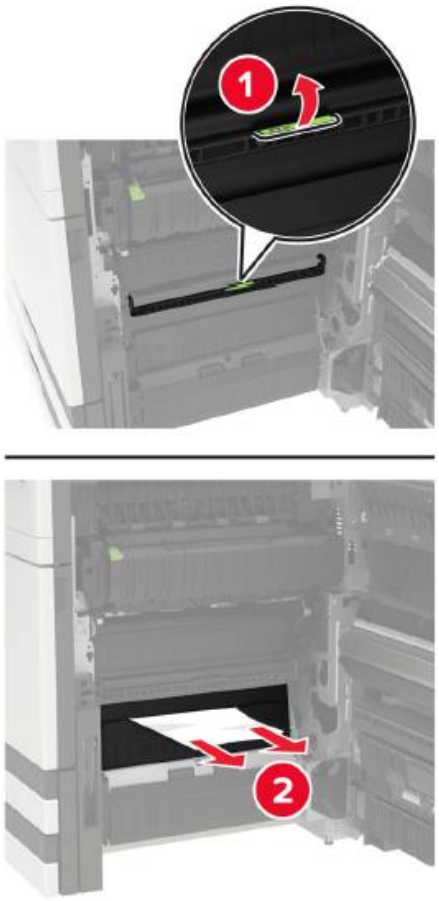
2. Remove the jammed paper from any position below.

Note: • Make sure that all paper fragments are removed.

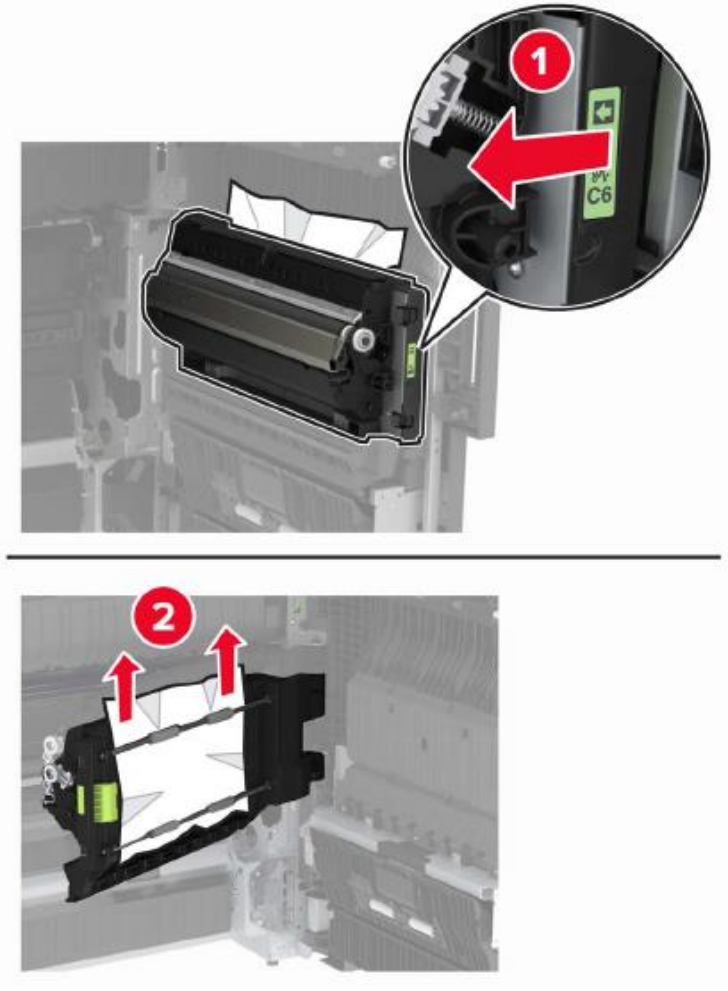
• Fuser area



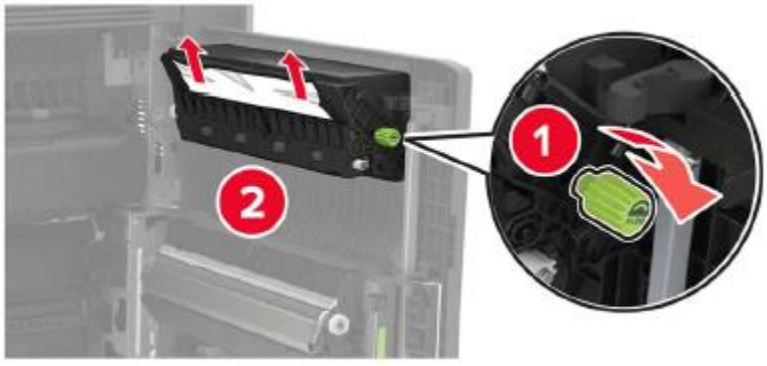
• Below the fuser area



• Duplex printing area



• Above the duplex printing area



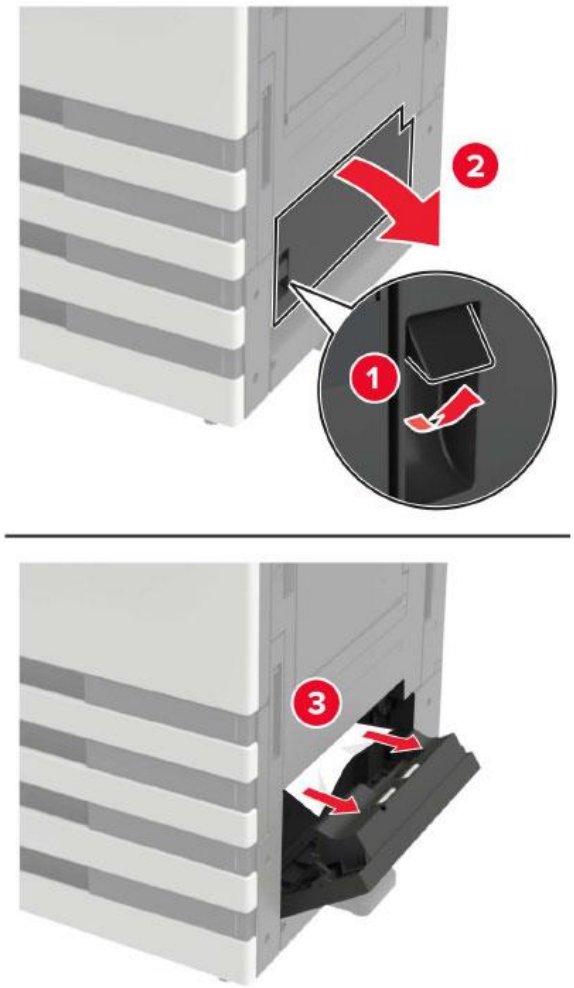
3. Open the standard tray, and then take out the jammed paper.

Note: • Make sure that all paper fragments are removed.

4. Close the tray, and then close the door.

The paper is jammed in the door D

1. Open the door D, and then take out the jammed paper.

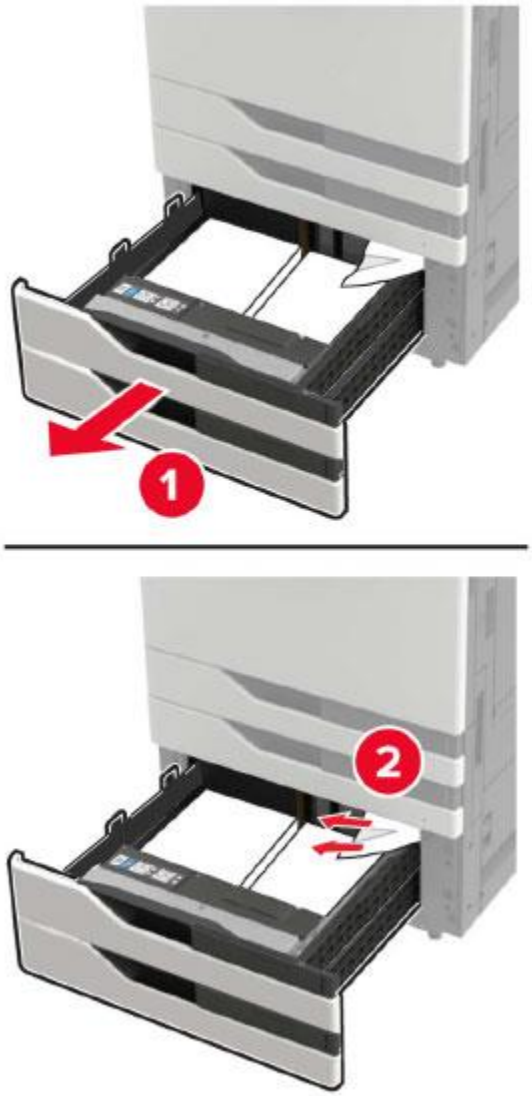


Note: • If the 3000-sheet tray has been installed, slide the tray to the right to open the door.

• Open the door C to confirm that all paper fragments have been removed, and then close the door.

2. Open the tray, and take out the jammed paper.

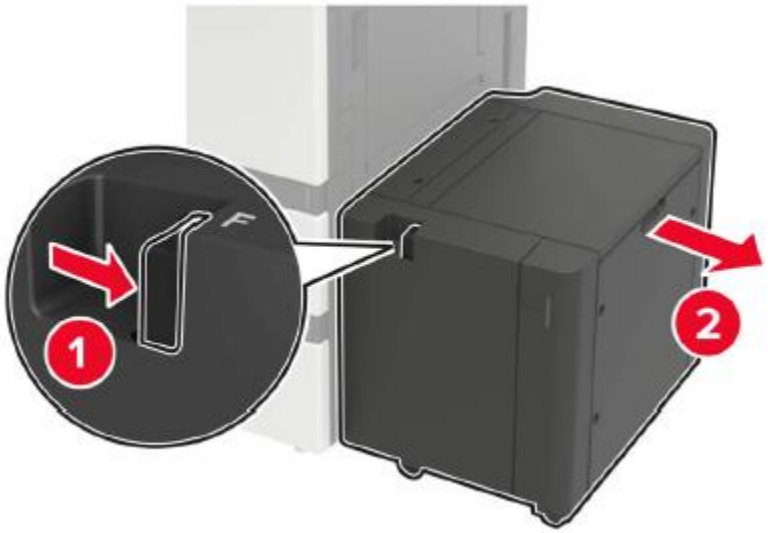
Note:• Make sure that all paper fragments are removed.



3. Close the tray, and then close the door.

The paper is jammed in the 3000-sheet tray

1. Slide the 3000-sheet tray.



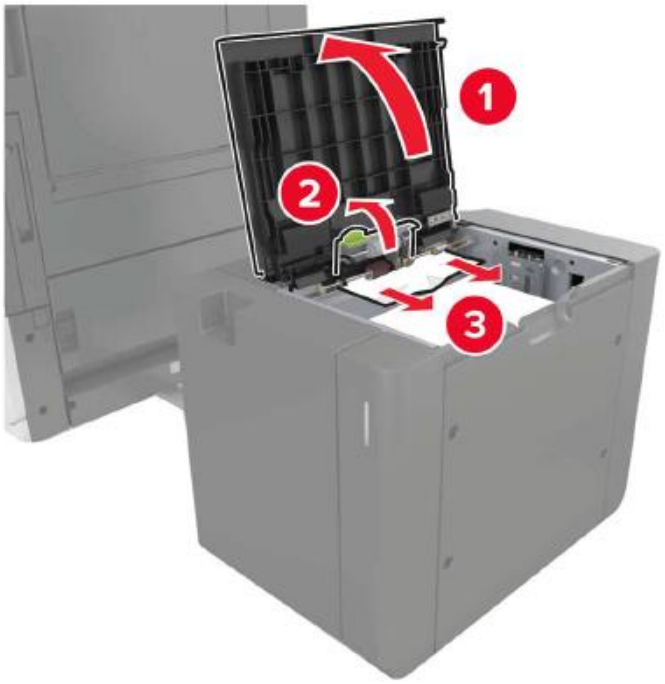
2. Remove the jammed paper.

Note: • Make sure that all paper fragments are removed.



3. Open the door F, and then take out the jammed paper.

Note: • Make sure that all paper fragments are removed.

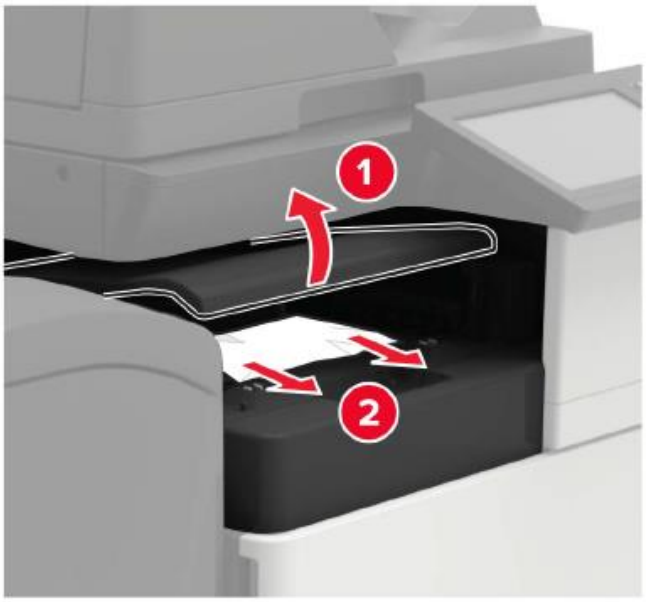


4. Close the door and slide the tray back into its original place.

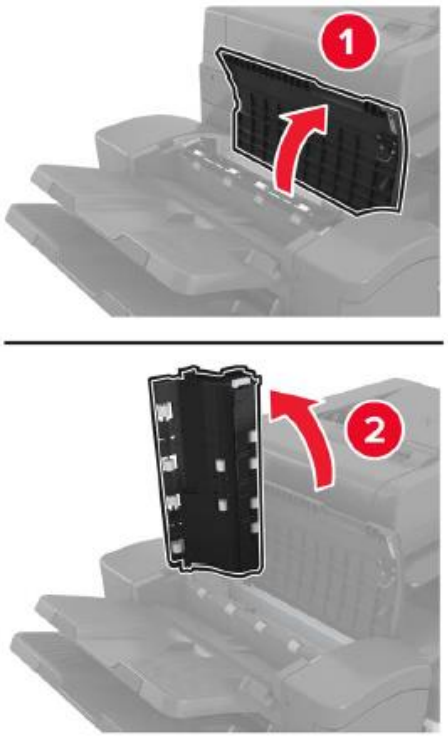
The paper is jammed in the stapler

1. Open the door G, and then take out the jammed paper.

Note: • Make sure that all paper fragments are removed.



2. Open the door J.



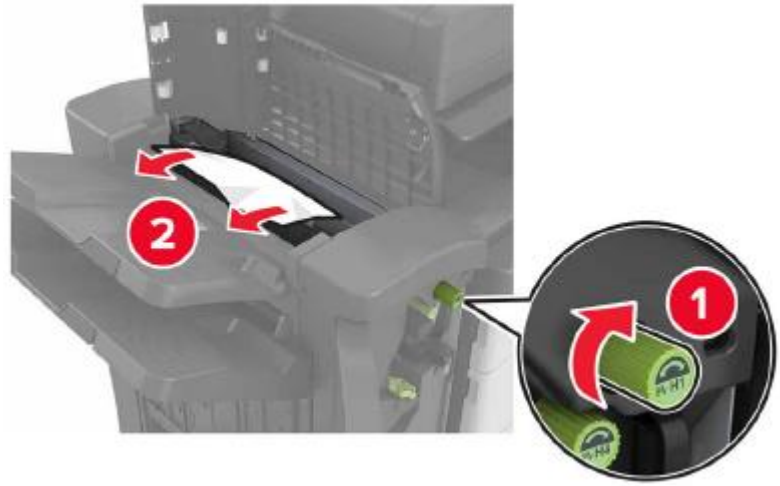
3. Open the door H.



4. Remove the jammed paper from any position below.

Note: • Make sure that all paper fragments are removed.

• Door J

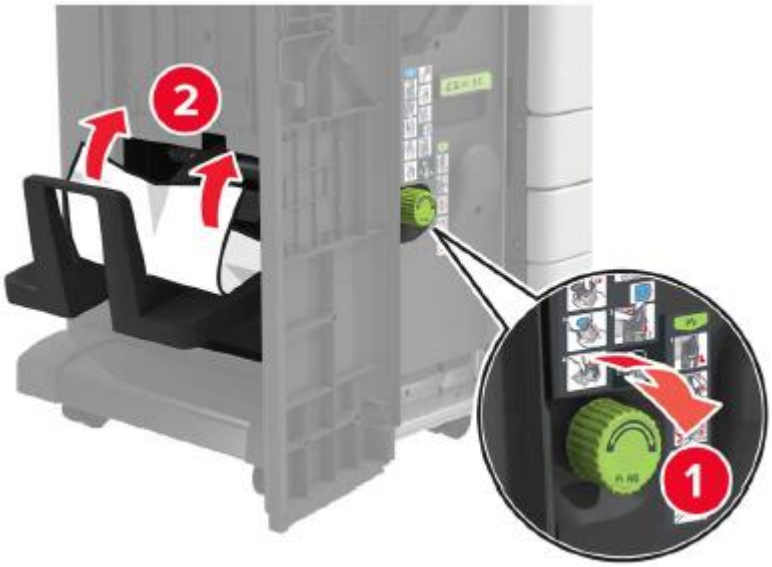


• Area H1 and H2





• Area H6



5. Pull out the booklet maker.



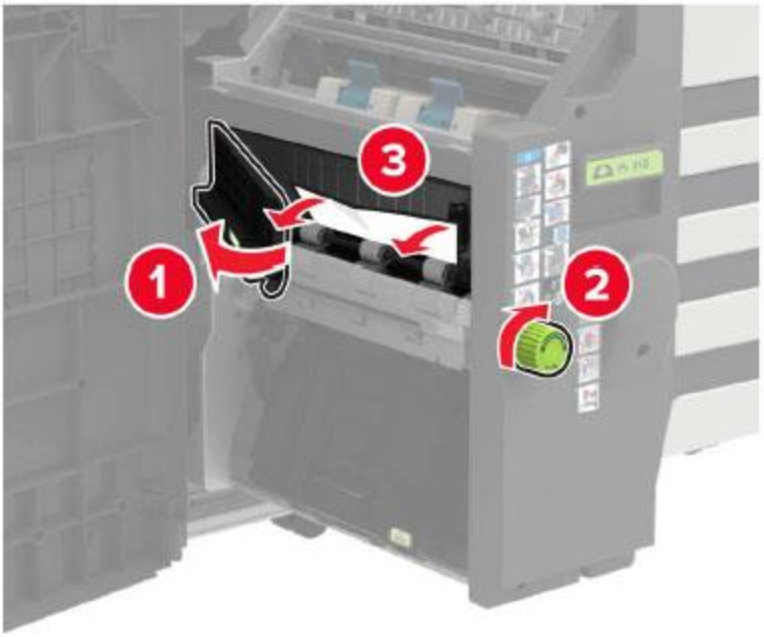
6. Remove the jammed paper from any position below.

Note:• Make sure that all paper fragments are removed.

• Area H8



• Area H9



• Area H10



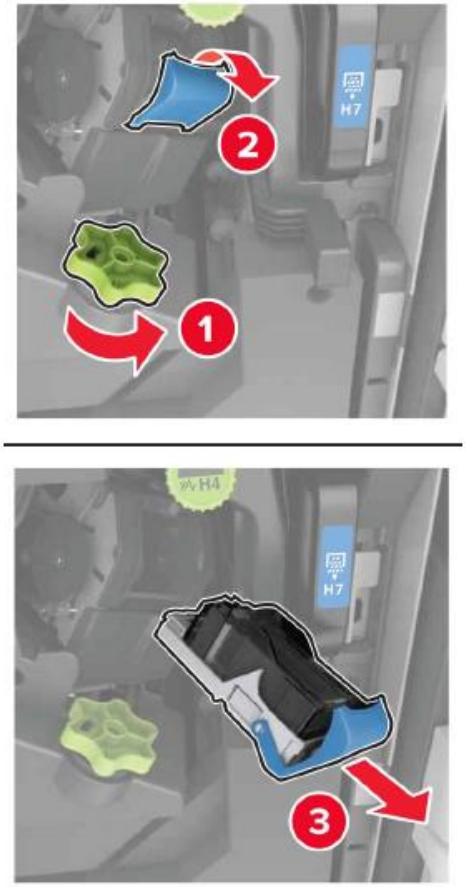
7. Push the booklet maker back to its original place.
8. Close doors H and J.

Staples are stuck in the hole punch and stapler finisher

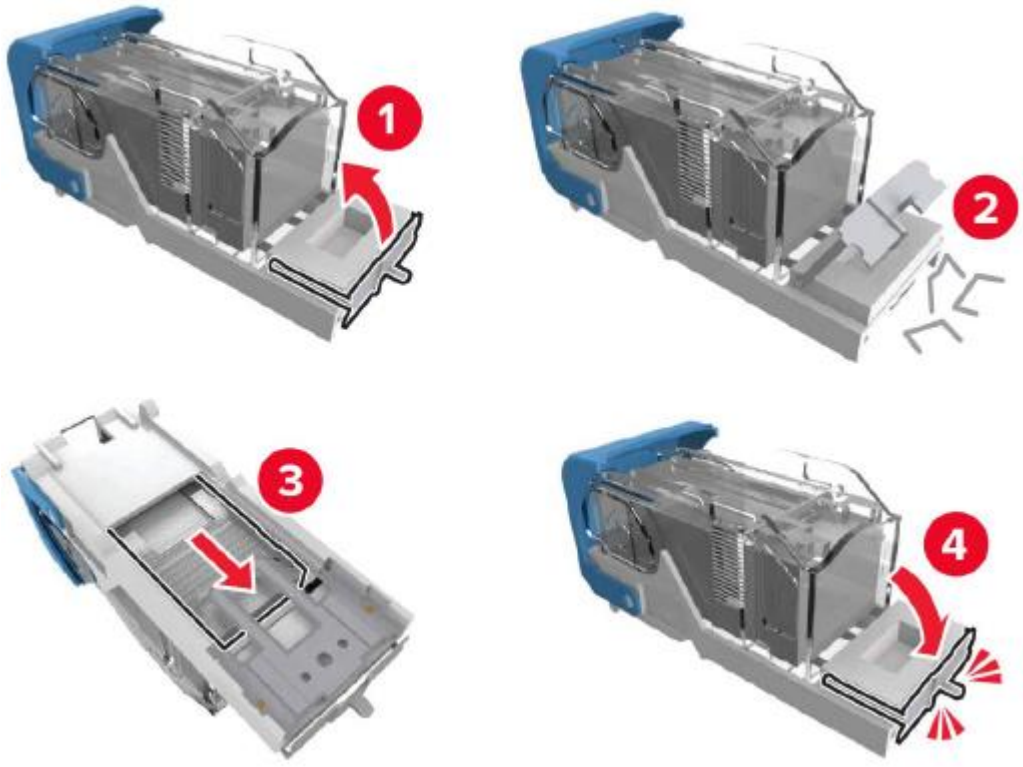
1. Open the door H.



2. Remove the staple box holder.



3. Remove the loose staples.



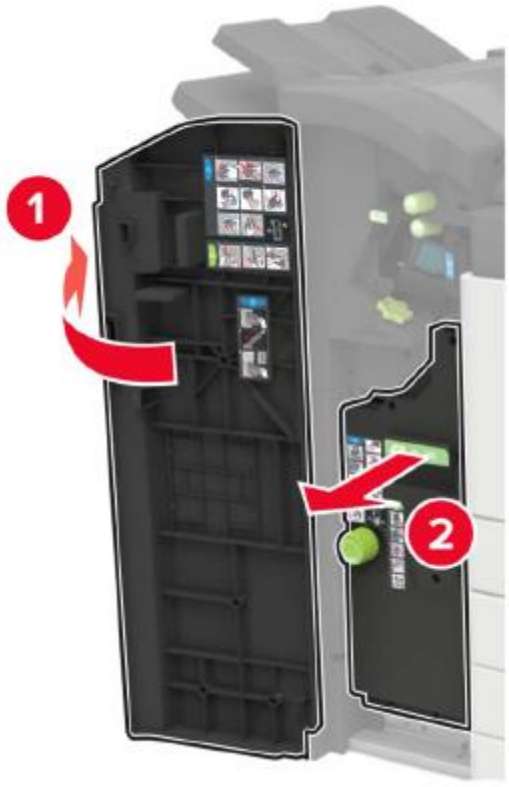
4. Insert a new staple box holder until it clicks into place.



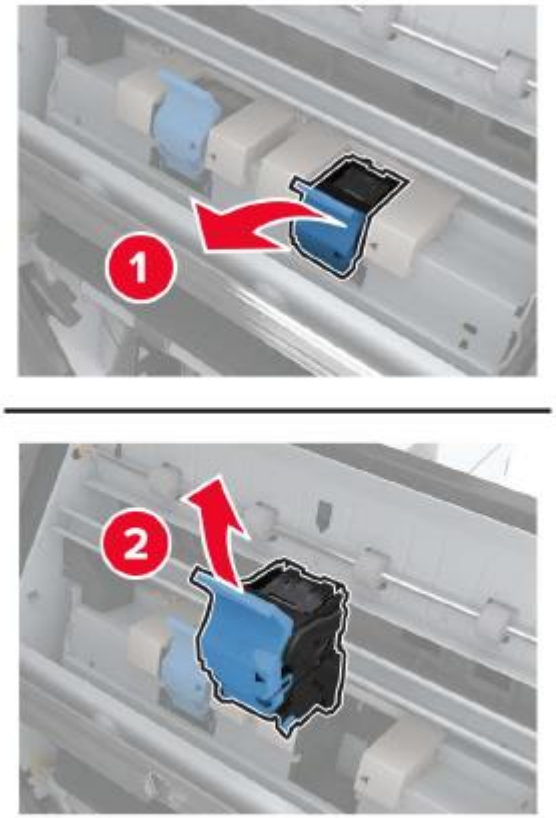
5. Close the cover.

Staples are stuck in the booklet finisher

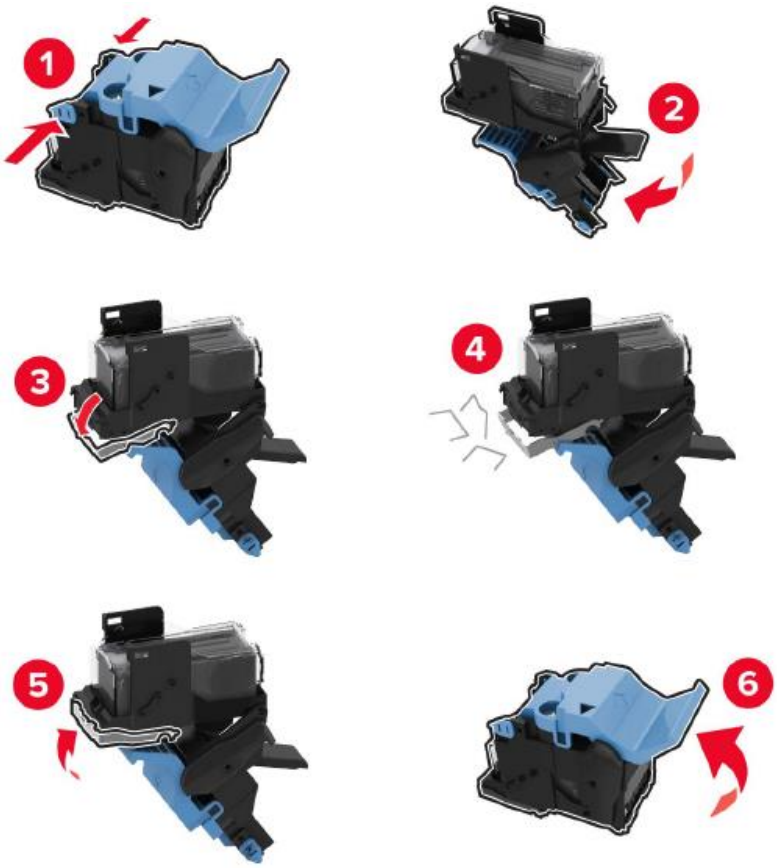
1. Open the door H and pull out the booklet maker.



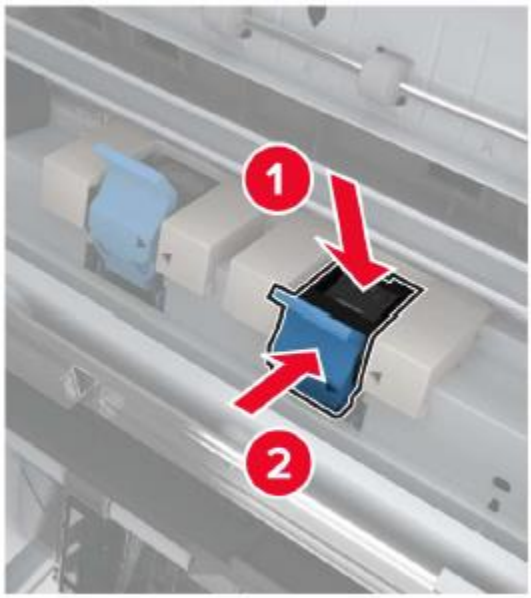
2. Remove the staple box holder.



3. Remove the loose staples.



4. Insert a new staple box holder until it clicks into place.



5. Push the booklet maker back to its original place and close the door.

Software Failure

Problem	Solution
The printer icon does not appear in the "Devices and Printers" folder.	Reinstall the printer driver. Ensure that the USB interface cable and the power cord are properly connected.
The printer is in Ready mode but it will not perform any print job.	If the failure still exists after restarting the printer, please reinstall the printer driver. Make sure the network cable of USB cable is connected correctly.
Failed to install the driver.	Check whether the print spooler service is enabled. Check the power supply and the connection of the printer.
The driver cannot be used if the IP address of the printer has been changed.	Modify the port IP address of the printer driver. If the above method does not work, please reinstall the printer driver. It is recommended that a fixed IP address should be set to the network printer. In the DHCP network, it is recommended to bind the IP address with the MAC address of the printer.

Error Message

Error Message	Cause	Measure
No cartridge detected	The laser toner cartridge is installed incorrectly or laser toner cartridge is damaged.	Install the cartridge correctly or replace it with a new cartridge.
Toner Low (this prompt is displayed together with the standby picture alternately.)	The toner in cartridge runs low.	Please replace with a new toner cartridge.
As the toner is low, it is not available to accept the printing job (this prompt is displayed together with the standby picture alternately.)	In case of insufficient toner level in toner cartridge, the print jobs cannot be completed. (Printing, copying and scanning functions are working normally)	Please replace with a new toner cartridge.
Toner cartridge life expired.	The toner in cartridge runs out.	Please replace with a new toner cartridge.
Printer paper jam	The print paper is loaded incorrectly.	Please correctly load the print paper.
Scanner is Busy	With other scan jobs.	Please cancel the current scan job or wait for the completion of other scan jobs.
Scan failed	Scanner internal failure.	Please contact Pantum Customer Service.
No paper in ADF	If you have selected ADF as the scan source, this message appears when you start a copy or scan job without loading paper in the ADF.	Please put in the original properly.
Paper jam occurred on ADF	This prompt appears when there is a feed jam or feed failure in copying or scanning with the ADF.	Please remove the paper jam, arrange well and put originals into the ADF for scanning again.

Note:• If the problem persists, please contact the customer service center. See the Three Guarantees certificate for contact details.

Common Troubleshooting

Common Trouble

Trouble Type	Fault phenomenon	Cause	Solution
Problems in printing	Poor print quality	See Image Defects.	See Image Defects.
Problems in copying	Failed to copy	The scanner is damaged.	Please contact Pantum Customer Service.
	Copy Image Abnormal	• The scanner is dirty or defective. • The toner cartridge is dirty or damaged.	• Clean the scanner. • It is suggested to replace the original toner cartridge.
Problems with the Printer	The printer does not work	• Power cord of the device is not properly connected. • The cable between the computer and the printer is not connected properly. • Error in specifying the print port. • The printer is offline and User Guide of Printer is checked. • The printer has not recovered from an internal error, such as a paper jam, paper empty, etc. • Driver program of printer is not installed correctly. • The LCD screen prompts error messages.	• Ensure proper connection of the power cord. • Please disconnect the printer cable and then connect it again. • Please check printer settings of the Windows to make sure the printing job could be sent to the correct port. If the computer is equipped with several ports, please be sure to connect the printer to the correct port. • Please make sure the printer is online without any abnormality. • Please remove errors to make the printer return to normal. • Please uninstall and then reinstall the printer driver.
	Online printing does not work	• The cable between the computer and the printer is not connected properly. • Driver program of printer is not installed correctly. • Printer internal failure.	• Please disconnect the printer cable and then connect it again. • Please uninstall and then reinstall the printer driver.

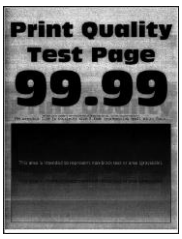
Problems in scanning	Scanning error	• Data cable of the device is not properly connected. • The scan driver is installed incorrectly. • The LCD screen prompts error messages.	• Ensure proper connection of the data cable. • Reinstall the scan driver.
Problems with Paper Handling	Paper feed failure	• The printer paper isn't put properly. • The print media is beyond the usage specification range. • The pickup roller is dirty. Too many papers in paper tray.	• Install the print media correctly. If you want to print on a special print medium, please use the multi-purpose paper feeder. • Please use the print media within the specification range. • Please clean the pickup roller. • Remove excess paper from the tray. If you want to print on a special print medium, please use the multi-purpose paper feeder.
	Paper Jam	• Too many papers in paper tray. • The print media is beyond the usage specification range. • There is foreign matter in the feed channel. • The pickup roller is dirty. • Internal parts failure.	• Remove excess paper from the tray. If you want to print on a special print medium, please use the multi-purpose paper feeder. • Make sure to use paper that meets the specifications. If you want to print on a special print medium, please use the multi-purpose paper feeder. • Clean the paper path. • Please clean the pickup roller.
	Print multipage feed	• Excessive static electricity on the print media. • The print media is damp or sticks together. • Internal parts failure.	• Re-separate the print media to eliminate some static electricity. It is suggested that you use the recommended print media. • Separate the print media

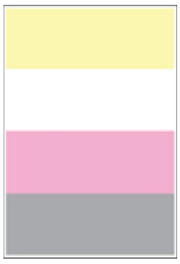
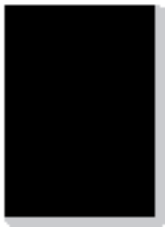
	or use better quality and dry print media.

Note: • If the problem persists, please contact the customer service center. See the Three Guarantees certificate for contact details.

Image Defects

Problem	Cause	Solution
 Blank or white pages	• Photosensitive drum is not installed normally. • The print head lenses are dirty. • The photosensitive drum is damaged.	• Remove the photosensitive drum and reinstall it. • Clean print head lenses. • Replace photosensitive drum.
 Dark print	• A higher density is set when printing. • The print media does not meet the usage specification. For example, the print media is textured, damp, or too rough. • The paper used has been stored in the air for a prolonged time. • Photosensitive drum is not installed normally.	• Please adjust the toner density from “Print Preferences” or “Print” based on your operating system, or adjust the print density from the printer’s control panel. • Please correctly use the medium conforming to the specifications. See Section 2. • Keep the paper in its original wrapper before use. • Remove the photosensitive drum and reinstall it.
 Ghost images	• The tray fails to load the media properly. • The print head lenses are dirty. • Photosensitive drum is not installed normally.	• Load correct paper. Please refer to Section 2 for the way to load paper correctly. • Clean print head lenses. • Remove the photosensitive drum and reinstall it.

 Gray or colored background	• A higher density is set when printing. • The print head lenses are dirty.	• Please adjust the toner density from “Print Preferences” or “Print” based on your operating system, or adjust the print density from the printer’s control panel. • Clean print head lenses. • The original background elimination can be set to lighten the background color via the path of Home Screen-> Advanced Portrait.
 Incorrect margins	• The tray fails to load the media properly.	• Load correct paper. Please refer to Section 2 for the way to load paper correctly.
 Jagged or irregular characters	• The printer does not support fonts installed in the computer.	• please contact the customer services center.
 Light print	• A lower density is set when printing. • The print media does not meet the usage specification. For example, the print media is textured, damp, or too rough. • The resolution in the print program is set too low, and the density is set too low. • The paper used has been stored in the air for a prolonged time. • The print head lenses are dirty. • Toner Save set is checked.	• Please correctly use the medium conforming to the specifications. See Section 2. • Please adjust the toner density from “Print Preferences” or “Print” based on your operating system, or adjust the print density from the printer’s control panel. • Keep the paper in its original wrapper before use. • Clean print head lenses. • Please do not check the Toner Save.

 Missing color	• The print head lenses are dirty. • The photosensitive drum with missing color is not installed properly. • The photosensitive drum with missing color is damaged.	• Clean print head lenses. • Please remove the photosensitive drum with missing color and reinsert it. • Please replace the photosensitive drum with missing color.
 Mottles and spots	• The printer is contaminated with leaking toner. • The print media does not meet the usage specification. For example, the print media is textured, damp, or too rough. • The paper used has been stored in the air for a prolonged time. • The photosensitive drum is damaged.	• please contact the customer services center. • Please correctly use the medium conforming to the specifications. See Section 2. • Keep the paper in its original wrapper before use. • Replace photosensitive drum.
 Print is crooked or skewed	• The tray fails to load the media properly. • The print media does not meet the usage specification. For example, the print media is textured, damp, or too rough. • The paper used has been stored in the air for a prolonged time.	• Load correct paper. Please refer to Section 2 for the way to load paper correctly. • Please correctly use the medium conforming to the specifications. See Section 2. • Keep the paper in its original wrapper before use.
 Single color or black images	• Photosensitive drum is not installed normally. • The photosensitive drum is damaged. • The print head lenses are dirty.	• Remove the photosensitive drum and reinstall it. • Replace photosensitive drum. • Clean print head lenses.
	• The tray fails to load the media properly. • Photosensitive drum is not installed normally. • The print head lenses are dirty.	• Load correct paper. Please refer to Section 2 for the way to load paper correctly. • Remove the photosensitive drum and reinstall it. • Clean print head lenses.

Text or image cut off	• There is a foreign body inside the printer.	• please contact the customer services center.
 Toner comes off easily	• Print media that does not meet the specifications is used. For example, the media weight is not supported by the printer. • The paper used has been stored in the air for a prolonged time. • Photosensitive drum is not installed normally.	• Please correctly use the medium conforming to the specifications. See Section 2. • Keep the paper in its original wrapper before use. • Remove the photosensitive drum and reinstall it.
 Uneven print density	• The print head lenses are dirty. • The photosensitive drum is damaged.	• Clean print head lenses. • Replace photosensitive drum.
 Horizontal dark lines	• The paper used has been stored in the air for a prolonged time. • The print media does not meet the usage specification. For example, the print media is textured, damp, or too rough. • Photosensitive drum is not installed normally. • The print head lenses are dirty. • The photosensitive drum is damaged.	• Keep the paper in its original wrapper before use. • Please correctly use the medium conforming to the specifications. See Section 2. • Remove the photosensitive drum and reinstall it. • Clean print head lenses. • Replace photosensitive drum.
 Vertical dark lines	• The paper used has been stored in the air for a prolonged time. • Photosensitive drum is not installed normally. • The print head lenses are dirty. • The photosensitive drum is damaged.	• Keep the paper in its original wrapper before use. • Remove the photosensitive drum and reinstall it. • Clean print head lenses. • Replace photosensitive drum.

 Horizontal white lines	• The print media does not meet the usage specification. For example, the print media is textured, damp, or too rough. • Photosensitive drum is not installed normally. • The print head lenses are dirty. • The photosensitive drum is damaged.	• Please correctly use the medium conforming to the specifications. See Section 2 • Remove the photosensitive drum and reinstall it. • Clean print head lenses. • Replace photosensitive drum.
 Vertical white lines	• The print media does not meet the usage specification. For example, the print media is textured, damp, or too rough. • Photosensitive drum is not installed normally. • The print head lenses are dirty. • The photosensitive drum is damaged.	• Please correctly use the medium conforming to the specifications. See Section 2. • Remove the photosensitive drum and reinstall it. • Clean print head lenses. • Replace photosensitive drum.

Note: • The faults above can be mitigated by cleaning or replacing the cartridge. If the problem persists, please contact the customer service center. See the Three Guarantees certificate for contact details.

12 Product Specifications

Note: • Specification values vary slightly from printers with different models with different functions ,and product specifications vary from different countries and regions.
• These values are based on the initial data. For more information about the latest specifications, please visit: www.pantum.com.

Overview of the Specifications

Product Size(W*D*H)	921mm*615mm*697mm
Product weight (including enclosed consumables)	About 108.5kg
Product weight (including enclosed consumables and package)	About 135kg
Touch screen	10 inch color touch screen
Print Environment	Temperature: 10 - 30°C
	Humidity: 15 - 85% relative humidity
	Altitude: 0 - 2000m
Power Voltage	220-240V~50/60Hz,10A
Noise	Print:55dBA
	Copying:57dBA
	Scan:53dBA
Operating System	Microsoft Windows XP/Windows 7/Windows 8/Windows 8.1/Windows 10/ Windows 11/ Windows Server 2012 (32/64 Bit)/ Windows Server 2016 64Bit
Communication interface	USB 2.0(High-speed)
	IEEE802.3 10 /100/100/1000Base-Tx

Print Specifications

Printing speed (single-sided)	M9106DN	A4:45ppm
	M9706DN	A4 :65ppm
Printing speed (duplex)	M9106DN	A4:45spm;
	M9706DN	A4:65spm
Max. monthly print volume	275,000 pages/month	
Recommended monthly print volume	8000 – 50000 pages	
Print Language	PCL6	
Duplex printing	Support	
Print Time of First Page	5.2s	

Copy Specifications

Copy Speed (single-sided)	M9106DN	A4:45ppm
	M9706DN	A4:65ppm
Copy Speed(duplex)	M9106DN	A4:45spm
	M9706DN	A4:65spm
Zoom Ratio	25-400%	

Scan Specifications

Scan Type	Flatbed+ADF
Scan Speed (A4)	single-sided:80ppm duplex:160spm
Scanning technique	CCD
Type of document feeder	DADF
Max. ADF capacity	150 pages
Scan Area	Max A3
Scan resolution	Max 1200x1200dpi

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